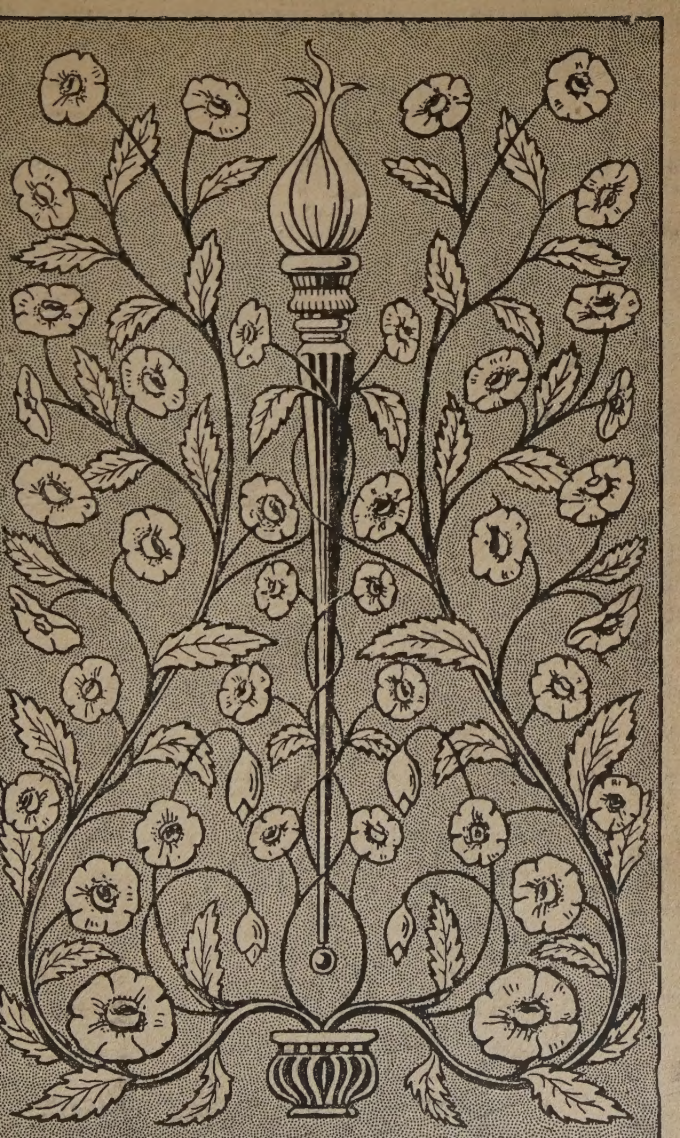
STANDARD ETIQUETTE

FOR ALL OCCASIONS

By ETHEL CUSHING BRANT

WHAT TO DO
WHAT TO SAY
WHAT TO WEAR

A MERRY CHRISTMAS



Florence
M. J. Keel.

STANDARD ETIQUETTE

FOR ALL OCCASIONS

By ETHEL CUSHING BRANT

WHAT TO DO
WHAT TO SAY
WHAT TO WEAR

J. H. SEARS & COMPANY, INC.
PUBLISHERS
NEW YORK

Copyright, 1925, by
J. H. SEARS & COMPANY, INC.

Set up, Printed and Bound by
THE KINGSPORT PRESS
Kingsport Tennessee
United States of America

CONTENTS

CHAPTER I
LAWS OF ETIQUETTE

CHAPTER II
INTRODUCTIONS

CHAPTER III
ENTERTAINING

CHAPTER IV
THE DÉBUTANTE

CHAPTER V
ETIQUETTE IN TRAVEL

CHAPTER VI
CHRISTENINGS

CHAPTER VII
MANNERS FOR CHILDREN

CHAPTER VIII
MOURNING

CHAPTER IX
COUNTRY ENTERTAINING

CHAPTER X
ETIQUETTE OF CLUBS

CHAPTER XI
FAIR PLAY

CHAPTER XII
BUSINESS MEN AND WOMEN

CHAPTER XIII
PROPER CLOTHES FOR MEN AND WOMEN

CHAPTER XIV
LETTER WRITING

CHAPTER XV
SPEECH

CHAPTER XVI
TABLE DEPORTMENT

CHAPTER XVII
THE SERVANT IN THE HOUSE

CHAPTER XVIII
LITTLE SOCIAL CUSTOMS

CHAPTER XIX
A DON'T IN TIME SAVES NINE

STANDARD ETIQUETTE

CHAPTER I

ETIQUETTE

If any explanation is required as to the necessity or reason for good manners and the so-called rules of Etiquette, I think the best one is the simplest one. Good manners help to make the road of life more smooth and pleasant to the wayfarer who observes them.

They help him to arrive at the desired place, in a more comfortable manner and to avoid the rough spots. While it may be a more roundabout way, still in the long run he "arrives" in a shorter time. Master of himself and others, he certainly presents a more graceful appearance at the finish, than he who rides rough-shod, knocking others aside. This one, if he arrives at the goal at all, comes in, ill-tempered, disliked by all, and not too well-pleased himself, with his methods.

The world has become so large and so full of people, the struggle for existence so strenuous, that the old leisurely customs of courtesy and good manners have been pushed aside or discarded in the mad scramble for great riches, so often mistaken as a successful substitute for good-breeding. Good manners can not be put on or taken off like a cloak. The only way to wear them naturally is to practice them constantly until they become a part of oneself. No one who is rough and discourteous in the home, can ever hope to become a well-mannered, agreeable companion abroad. Like the black spots on the smooth surface of an apple, starting at the core, the rudeness practised at home to members of ones family, sooner or later crop out and spoil the impression we have tried to make, showing up, as only thin veneer, the elegant manners we have cultivated. These to be real must be part of ourselves. This very real courtesy,

coming from the inside, is not confined to castes or classes but from gentleness of heart and a true wish to make others happy and comfortable. Tennyson puts this so well when he chides the haughty Clara Vere de Vere, "daughter of a hundred Earls," in the words

> "Kind hearts are more than coronets,
> And simple faith, than Norman blood."

And truly the old Norman barons were a rough, cruel set of robbers, hated and despised by their vanquished foes. That their descendants could not survive or care to live amidst such boorish and unmannerly surroundings is evidenced by the gradual assimilation of the more courteous dealings and kindly feelings of other peoples, quite as successful as themselves and certainly better liked by rich and poor.

This has been the history of all barbarians in that day of this. Sooner or later they have been obliged to conform to certain polite rules of bearing. We cannot all snatch what we want, considering no one but ourselves. Life to be bearable must be peaceful. Avoiding the precipices and chasms in a dangerous road does not make for flabbiness, as the "roughnecks" would have us think. The velvet glove does not destroy the steel gauntlet beneath. On the contrary, it helps to preserve the brilliancy of the true metal; and oh how much more delightful to shake the hand that wears it!

The real fundamental of life, is of course the mating of man and woman, and their joint responsibility to the world at large, of properly training their children.

In the ancient days, countries and nations were lost or won, for the favor of one woman's smile, desired by men. The ensuing chaos which resulted by such a proceeding taught succeeding generations the folly and ruin wrought by such selfishness. As the ages went on, people began to realize, they could not tread on each others toes without some well-founded excuse, and even that would not suffice, without following it up with many humiliating apologies and promises to do better in the future. Still the pursuit between the sexes is quite as keen as it ever was, and very properly too; tho it is carried on in a more diplomatic way, and gov

erned to some extent by a few well understood rules, making the game, which is no longer an affair between the two interested persons, but one which has to be witnessed by all the neighbors; who will be made quite uncomfortable and ultimately disgusted, if the old "cave-man" tactics are resorted to. The brute, also, blocks traffic hauling his mate to his lair through the busy streets, and he has to conform to custom.

All Nature resorts to a special etiquette of courtship, which of course is the preparation for the home. In this the male has always made the advances, with the resulting proper retreatings or yieldings of the female. Both, however, with the same idea in view. Both try to make themselves most pleasing in the eyes of the other.

As time has gone on humans have formed, through a series of observations as to what traits are most attractive to each other, a set of conventional rules to follow in the Great Adventure. Not only are these used in the matter of courtship alone, but finding agreeable tactics so successful in that main essential, they have, by a sort of mutual agreement, put their courtesy and tact into practice with everyone with whom they come in contact.

These are the rules of Etiquette. In a strict sense of the word not laws; but universally acknowledged, as the stamp of good manners. They are the outward signs of people accustomed to moving in polite circles. I do not mean circles comprising only the rich or those of vaunted lineage, but I do mean these people, or groups of people, who are well-versed in knowledge of social matters. Whose charm, consideration, tactful speech and unselfish happiness in the pleasure of others, make them a welcome addition to any gathering however great or small, in the unpretentious surroundings of the poor, or the palatial homes of the wealthy.

CHAPTER II

INTRODUCTIONS

Acknowledging that marriage and the proper relations in the home are the fundamentals of Society, the friends and acquaintances brought into that home form the circle from which is drawn the desirable men and women who make the etiquette of enjoyable entertainment a necessary and delightful thing; and the selection of a mate under well-ordered and dignified surroundings, possible. Therefore this first chapter will be devoted to introductions and calls, the first two steps from mere acquaintance, to friendship—ultimately perhaps, to courtship and marriage.

"Present" is the proper word to use in formal introductions and both names should be spoken with the utmost distinctness, as:

"Mrs. Jones, may I present Mr. Smith?"

or,

"Mrs. Grundy, may I present Miss Debutante?"

The name of the older, or more distinguished person is mentioned first in introducing two ladies, or two men; but the name of the lady, no matter how young or unimportant, is always given first, with the request to present the gentleman following. If ladies are seated, it is not necessary for them to rise, unless on being presented to a much older lady.

Gentlemen invariably rise to their feet whenever a lady enters a room. On those rare occasions where individual introductions of ladies to the President of the United States are necessary, the form is

"Mr. President, I have the honor to present Mrs. Black."

But at the large gatherings, New Years receptions, garden parties in the grounds of the White House, etc. where the line of people is a block or two in length, to expedite matters, the simple announcing of one's name by his aide de camp, is considered sufficient introduction to the Chief Executive.

Doctors, Judges and Bishops, Officers of the Army, after they reach the rank of Captain or higher—Officers of the Navy of the rank of Commander, or higher, are all introduced by their titles.

The clergy, unless they hold the formal title of Doctor, Dean, or Canon, Officers of the Army below the rank of Captain and of the Navy, below the rank of Commander, are introduced, as Mister. Roman Catholic priests, as Father. Senators, by that title, whether still in office or not—Representatives, as Mister, as also is the President, once he is out of office.

The unmarried woman is "presented" to the married one, unless the latter is very much younger. Where introductions are hurried or informal, it is perfectly proper simply to mention the two names, giving the older or more important name first; as,

"Mrs. Grundy—Mrs. Newlywed"
"Senator Smith—Mr. Brown"

The words "have you met," or "do you know," put between the two names are also good form.

SHAKING HANDS

Shaking hands is a matter of personal preference, but it is customary for gentlemen, when introduced, to shake hands. It is always a lady's privilege to offer to shake hands when a gentleman is presented, and he should wait until she extends hers to him, before putting his out. But if a hand should be impulsively offered first, no true gentlewoman would refuse to shake the hand of any honorable person; thus hurting the feelings of the one so evidently pleased to meet her. It must not be counted as rudeness, not to shake hands; but often indicates a personal reserve, to which everyone is entitled. So do not be offended if hands are not spontaneously extended to you. In fact after watching the receiving lines at large receptions and balls, I have come to the conclusion that there is too much hand-shaking. A gracious bow and smile is quite as cordial and not nearly so fatiguing as the surrendering of one's hand to the various grips it is obliged to encounter. One word about these

grips. In shaking hands never make one's grip too strenuous nor too languid, each is equally offensive. Many people do not realize the strength in their hands and succeed in leaving a very painful impression upon the new acquaintance. Still more unpleasant is the "dead fish" feeling one experiences in grasping some limp, inefficient hand. A firm warm, instantaneous pressure is the only correct form of hand-shake, when indulged in at all.

There is no set phrase universally used as the proper form of acknowledgment of an introduction. "How do you do?" is perfectly proper form but tact and good taste will frequently suggest some pleasant phrase not quite so stereotyped. To add the name is an excellent way to impress it upon your own memory, which avoids the unpleasant necessity of having to ask it later. "Pleased to meet you," or "Charmed" are completely out of date, but on occasions when some graceful or interesting remark is called to your mind by the mention of the other person's name, one can omit the "How do you do," and start conversation at once by saying for instance, "Your sister tells me, Mrs. Brown that you are sailing next week on the same ship that my cousins are taking."

In taking leave of a new acquaintance, one must say "Good-bye," agreeably, with any wishes for future meeting that one sees fit. In taking leave of a group, it is not necessary to say good-bye individually, but with a pleasant bow, which includes the group, leave unobtrusively. Always make a point of bidding your hostess good-bye. If the host is busy elsewhere, leave a message for him with her. When it is necessary for you to leave a gathering very early, take occasion to explain this to your hostess out of earshot of the remainder of the guests. Make your exit quietly and unseen if possible, as the elaborate leave-taking of one guest will sometimes start a whole party homeward bound long before the hosts care to have them go.

At small affairs, the hostess always introduces her guests to each other but at large parties it is an impossible matter. She introduces the few who happen to be near her and then relies on the custom of, "the roof being sufficient introduction." People talk to one another on such occasions whether

resented or not, reserving the right to recognize or not on he next occasion of meeting. The hostess always makes it point to see that everyone at her party is presented to the guests of honor and it is very rude for anyone to go away without having met them.

At large dinners the gentlemen are handed small envelopes with their partner's name enclosed on a small card. These re arranged on a tray and presented to the gentlemen be- ore they enter the drawing-room. This obviates the neces- ity of introductions; but at small dinners the hostess pre- ents the guests to each other in the drawing-room. At a lance when an invitation has been requested for a stranger, he friend who vouches for him, must personally present him o the hostess with such words as, "Mrs. Grundy, this is my riend, so and so whom you said I might bring."

LETTERS OF INTRODUCTION

One should be very chary of giving letters of introduction. They are more binding than casual introductions, and pre- suppose great intimacy with the two thus brought together. Be discreet about presenting such letters, unless you are very sure the recipient will welcome them.

The letter is handed you unsealed by your friend. You seal it in his presence, thank him and go your way. A man resenting such a letter to a lady, leaves it at her door with is card and address, and awaits developments. If present- ng it to a man, mail it to his house, unless it is a business ote, then go to his office, send in your card and the letter.

A woman having a note of introduction to another woman, nails it to her and does nothing further until she receives n answer. Personal presentations of such letters may be ather awkward for both. The graceful thing for your riend to do, is to read you what he has written, and also ollow it up with a note to the distant friend, explaining natters.

A woman receiving such a letter in regard to another voman, must call upon her, and invite her formally or in- ormally to her house. Only illness which should be ex- lained by note, can excuse this.

When a man receives a letter introducing a man, he calls

him up and asks what he can do for him. If he does not invite the stranger to his own house, he may send him a card to his club, or takes him to lunch or dinner somewhere, as he sees fit.

WHEN TO RAISE ONE'S HAT

Ladies have the privilege of bowing to their men friends, and a gentleman always acknowledges her bow by raising his hat. Even when one is not sure he recognizes her, it is better to return the bow, than to run the risk of embarrassing her by passing rudely by. When a man stops on the street to chat with a lady, he remains with his hat off until she concludes the conversation. If a lady drops anything she is carrying, a gentleman picks it up for her and lifts his hat as he gives it to her. If he is obliged to brush by her in a limited space, or obtrudes upon her in any way, he gives her as much room as possible, lifting his hat as he passes by. He lifts his hat if it is necessary for him to ask anyone a question and he or the other person is accompanied by a lady, or if he has a lady with him. A gentleman takes his hat off and holds it when ladies are in an elevator with him. This rule applies to elevators in hotels, clubs and apartments, but in office buildings and stores this is not necessary, as they are considered as public as the street.

CALLS

The age has become so rushing, peoples' lists of acquaintances have become so enlarged, due to travel and the war, club life and automobiles, that the custom of calling has been more or less given up. Still there are a number of necessary calls which must be made, season after season. To register these calls upon the minds of one's friends, whether one finds them at home or not, the calling card is used, and is an indispensible adjunct to the social life of ladies and gentlemen. Besides using them for calls, they have been put to a number of other uses and have taken the place of notes of invitation, with a few enlightening words written upon them to informal parties. Congratulations and messages sent with gifts are some of their uses. Sympathetic messages to the families of friends who have died, are written on them. There is a slight change from year to year in the size

thickness and preferred lettering of the card. A reliable stationer attends to the two former, while one has the choice of shaded or plain block, or Old English lettering. Script is also good form, tho a bit old-fashioned. Under no circumstances should the card be printed. Engraving is obligatory, and ornate lettering shows a lack of knowledge in matters of good form.

Initials should not be used upon cards, the full name should be given. People living in large cities should have their address given in the lower right-hand corner. Husbands and wives may have their cards read,—

Mr. and Mrs. John Hunter Claiborne

but this necessitates an extra plate for the husband, who often has need of an individual card.

Widows retain their husband's names always and do not have their cards read

Mrs. Mary Jones

When there is a daughter-in-law of the same name, the elder lady sometimes has her plate read

Mrs. Claiborne

which indicates that she is the head of the family. On the death of his father, the son drops the Jr. from his card.

A girl over sixteen must have "Miss" before her name, and her full name given, not a nickname. A boy puts "Mr." before his name when he leaves college, and men with titles have them engraved before their names. Whether abbreviated or not is a matter of choice, also of the length of the title.

Good manners demand that cards must be left upon a lady a few days after accepting the invitation to, and eating the first meal in her home Also if one has been invited to lunch or dine with strangers, one must leave cards upon them.

One must always return a first call within a week or ten days.

Calls must be made before sending invitations to strangers.

Cards should be sent to one's friends when it is impossible to call and say good-bye on leaving for a long trip.

These cards should have written in the lower left hand corner, the letters, P.P.C. (the original French meaning, being, "pour prendre congé"—to take leave. The commoner understanding is "Pay Parting Call.")

Cards are mailed or delivered in time for a tea, when it is impossible to attend. Cards with appropriate words written on them are always sent to bereaved friends, and cards of congratulations upon the birth of a child at the home of a friend.

When a lady makes her calls, she leaves one of her own and of her husband's, for each lady in the family, and an extra one of his for the man of the house.

But should the lady of the house or any of the family open the door, never proffer cards. If the person you are calling on is not at home, ask whosoever answers the bell, to "kindly tell her mother, or her aunt that Mrs. Smith, has called."

On the hall table there should be a small card tray for the servant on duty, to present on the palm of the left hand. A servant should never take the cards in his or her fingers.

If the lady of the house is not receiving, or is really not at home, the reply of the servant to the inquiry, is the same, "Mrs. So-and-so is not at home". But if she is receiving, the servant says so, and leads the way, presenting the card to her mistress. The guest lags a bit, to give time for her name to be read and then enters the drawing-room.

First calls should be of short duration, not more than twenty minutes. The proper time for formal calling is between 3.30 and 4.30. Later than that is the tea-hour, which should not be intruded into unless one is an intimate and sure of a welcome, from the group of special friends, the hostess draws around herself at that time.

If your hostess comes down with her wraps on, say quickly that you realize she is going out and start to leave. If she insists upon your sitting down, do so; but leave after a few minutes of agreeable chat.

A young man may call upon a young lady as often and at whatever time she gives him permission, being careful not to overstay his welcome, or call down upon his head, parental displeasure, and maybe a boot or two.

CHAPTER III

ENTERTAINING

LUNCHEONS, CARD PARTIES, TEAS, SMALL DINNERS AND DANCES

LUNCHEONS

The luncheon, with or without cards following, is perhaps the most popular of entertainments for the special feminine guests and intimates of the hostess. The usual hour is from one to two o'clock and the invitations, unless it be a hastily arranged affair, should be sent out ten days before the given date. It may be written upon a visiting card as

Luncheon at one o'clock
January the twenty-fourth

or upon one's correspondence card, written either in the form of a note or more formally in the third person, as—

Mrs. John Elwood Baker
requests the pleasure of
Mrs. Hamilton Bowie's
company at luncheon
on Friday—May fifth.
at half after one
Fourteen, Park Place.

For a very formal occasion the invitations should be engraved, worded of course in the third person. If there is to be a guest of honor it is customary to interpolate the words —"To meet Mrs. Ellison Morris"—between the lines— "Company at luncheon"—and the line containing the date. Refusals or acceptances to invitations should be sent at once, so that the hostess may plan accordingly—and invite someone else in your place in event of your refusal. The wording of the answer and the type of paper or card used should be governed by the invitation itself.

Formal luncheons include a slight degree more of food than informal ones, but no luncheon must be too filling or

encroach upon the menus designed for a dinner party. Any standard cook book will give acceptable suggestions and any good housekeeper will be able to choose from them a suitable meal. The ladies wear whatever they feel to be the most effective of their frocks—wraps are left in the cloak room—but hats are not removed—and gloves are not taken off until after one is seated at table, and laid in one's lap. Guests should remain at least half an hour after the meal, not more than an hour and a half, according to circumstances, and of course each farewell must make the hostess feel you have appreciated the entertainment. If cards are to be played afterwards, the words "Bridge-luncheon" may be used in the invitation or "Luncheon and cards" is also proper.

CARD PARTIES

Card party invitations should be sent out ten days ahead of the date set—the same as the luncheon invitation. It is worded in much the same way, with of course the words Bridge, or Cards substituted for Luncheon. The popular time is two-thirty which gives time for one to finish lunch and be ready to finish the game between four-thirty and five, in time for light refreshments.

Wraps are removed, but hats are worn as at luncheon and also for teas. Card tables should be arranged with covers on when the guests arrive, and packs of cards, score pads and well-sharpened pencils lying on them. The hostess usually indicates who are to play together, either by writing the names on little cards for each table, or telling the guests where to sit. As the time draws near for refreshments the hostess may say—"Tea will be ready in twenty minutes; will you stop playing as soon as you conveniently can?" Refreshments for a card party should be very light, because of the dinner hour approaching—tea, sandwiches, cake olives, nuts and candy, is quite sufficient. Prizes may be offered, either one to the highest score at each table, or first, second and consolation prize, as the hostess sees fit. She may also announce that she has provided prizes, but if the guests care to play for stakes they can arrange the matter to their own satisfaction. No hostess nor member of her household takes a prize, no matter what her score-

it being given to the next highest. Adieus should be made almost immediately after refreshments have been eaten.

TEAS

The afternoon tea is a most popular form of social function, as one can entertain more people at one time, both men and women if one chooses, than in any other way. The tea can be either an informal affair, with a few friends invited in for light refreshments (served by the hostess at her own tea table), and agreeable conversation, the simply arranged tray being brought in by a servant. Invitations for such gatherings are usually given personally or by telephone message.

The tea may be larger, in the form of a small reception, invitations for this should be sent out a week in advance and the hostess' visiting card will suffice, with a line written below the name—

Thursday, May eighteenth
from four until seven o'clock.

If there is a guest of honor the name on another line below will indicate it—

To meet .....

As this affair is a trifle more formal, refreshments should be served in the dining room, though they must not be at all elaborate. The tea tray is at one end of the table, presided over by some intimate friend of the hostess—or some other member of the family—as she will be too much occupied with receiving her guests in the drawing room, and presenting them to the guest of honor, if there be one, to attend to the tea service. It is not necessary for guests to be formally introduced to the lady presiding at the tea-table, before they request a cup of tea. A friend experienced in social matters should be chosen to fill such a position, and she should never become so interested in conversation with one or two friends that she does not see strangers approaching the tea table, and find out at once in an agreeable and smiling way what they would like to have. Servants should be instructed to be in the dining room, when not taking out plates or bringing in fresh food. They

should consult the needs of the guests in an unobtrusive manner—and be on the alert to do any errands which the presiding lady desires. In limited households, if additional servants have not been hired for the occasion, the hostess' daughters or other young ladies whom she may invite to help her, will assist in making the guests comfortable and see that they have sufficient food.

The size of the tea tray will determine the number of the articles it can contain, but for the convenience and quick serving of the guests it should have on it—one hot water kettle with spirit lamp burning underneath, (though, if the hostess does not own one, the hot water may be brought in from the kitchen)—one tea pot—a caddy of tea—slop bowl, cream pitcher and sugar bowl, with a glass dish containing thinly sliced lemon—a pile of cups and saucers—tea spoons—and a stack of little tea plates, with folded tea-napkins between each plate. If the tray is not large enough to accommodate this array—group them conveniently near it. The dining room table should have an attractive tea cloth upon it—usually white with lace or embroidery upon it, but often colored cloths are used—a few tastefully arranged flowers in the center—candles if one wishes them—and the extra plates of food placed about at intervals. If food is not passed, it is permissible for the guest to help herself after receiving her cup of tea from the presiding lady, who inquires as to the preference for sugar, cream or lemon and hands the tea cup, placed on one of the small tea plates, napkin included. A few minutes conversation with the hostess and friends in the drawing room—a little longer at the tea table, and one should leave, stopping to say good-bye to the hostess on the way out. This makes room for other guests arriving;—the hour being from four until seven, it is permissible to come at that hour, or any time later, until the stroke of seven. One should leave a card for the hostess, also for the guest of honor, should there be one—on the tray, either proffered by the servant at the door, or on the hall table.

The strictly formal "At Home" should have the invitations sent out from ten days to two weeks in advance—should be engraved on heavy white cards and enclosed in

a single envelope. They may be issued in the name of the hostess—of the husband and wife, or with the daughter's name added, if she or they are to receive with the mother. The "At Home" is a favorite way of introducing one's daughter to society and is much easier and less expensive than the large elaborate "Coming Out Ball." The wording should be as follows—

Mrs. William Burchard Roberts
At Home
December the fifth
From four until seven o'clock
27 St. James Place.

When the daughter receives, the names read—

Mrs. William Burchard Roberts
Miss Roberts.

When there are two or more daughters receiving, it should read—

Mrs. William Burchard Roberts
The Misses Roberts.

At an "At Home" of this kind, other members of the family who are on the receiving line may leave it after the bulk of the guests have arrived and can mingle with them, agreeably chatting—but the hostess, her debutante daughter or the guest of honor must remain on the line until the last guest has left.

Refreshments are served in the dining room and are more elaborate than at the small reception. Servants are in attendance—more ladies are asked to assist—tea is served at one end of the table—chocolate at the other, while a punch bowl is kept full on a small side table. A man servant opens the door and gives directions to the dressing room—where a maid is in attendance. Another man servant at the drawing room door announces each guest by name to the hostess. Elaborate afternoon gowns and hats are worn by the ladies. If the function takes place in the city in the winter, men wear morning coats in dark colors (what are sometimes called "cutaways"). If the function takes place in the summer at a country place, either the

morning coat or a sack suit in dark colors is proper. The men leave their coats and hats in the dressing room, but retain their gloves—either carrying one or both in the left hand—the right hand must be bare. Each lady leaves her card as at the small reception and gentlemen leave one for the host as well as for the ladies of the family. No reply is necessary to an invitation to a tea or "At Home"; one's presence is answer enough. If one cannot attend, cards are sent as described under the heading on cards. At any crowded function, the guest who leaves quickly is displaying great common sense. Twenty minutes is long enough—never much more than a half hour. It is not necessary to say good-bye to the hostess at such affairs—unless you see she is unoccupied at the moment.

DINNERS

Dinner invitations should be sent out at least a week before the dinner takes place—the formality of the dinner determines the invitation as in the case of afternoon teas. The wording for the formal invitation is as follows:

Mr. and Mrs. Henry Barnes
request the pleasure of
.....
company at dinner
on ..... evening
at ..... o'clock.
210 Ordway Street.

engraved upon a heavy white card, the empty spaces filled in by the hostess. If there is a guest of honor the words—

To meet Colonel Edwin Fitzpatrick

may be written at the bottom of the card.

For less formal dinners a personal note or telephone message is permissible according to the intimacy with the person to whom it is sent.

An invitation to dinner should be promptly answered and in event of a declination it necessitates the filling of the empty place. This late invitation should be in the form of a frank note to an intimate friend asking her or him

to do you this favor. The form of acceptance is as follows—

Mr. and Mrs. Arthur Rathbone
accept with pleasure
Mr. and Mrs. Henry Barnes'
invitation to dinner
Wednesday evening February the third
at half-past seven.

For the declination the following form may be used—

Mr. and Mrs. Arthur Rathbone
regret that a previous engagement
prevents their acceptance of
Mr. and Mrs. Henry Barnes'
invitation to dinner on
Wednesday evening February the third
at half-past seven.

All answers are addressed to the hostess alone. Dinners should have an even number of guests and the sexes equally divided.

The table should be made large enough to accommodate every one comfortably,—husbands are not seated next to wives—and men and women are alternately seated—the guests of honor should sit at the right of the host and hostess.

The table must have a thick pad under the tablecloth, which must be white and large enough to reach nearly to the floor at the corners. Elaborate and towering centerpieces of flowers are not in good taste,—the decorations should be low enough to admit general conversation at times.

TABLE SETTING

Place plates are put at correctly spaced intervals and remain until the meat course is served; the plates containing the food of courses coming before the fish are set upon the place plate, and it is left when the other empty plates are removed. The place plate is removed with the soup plate and a hot plate is placed for the fish course. Plates

should be removed by a watchful servant only when all of the persons seated at the table have finished eating, which is usually signified by each person placing his knife and fork together on the plate. The hostess should dally with her food until her guests are finished. The hot meat plates, salad and dessert plates are placed upon the cloth. One servant can wait upon six people efficiently but any number over that requires more service—one place should be cleared at a time and no piling or rattling of china ware should be tolerated. On the left of the plate, prongs up should be placed the fork, starting with the salad fork nearest the plate, the meat fork next, then the fish fork. If there is an entree, the fork for it is placed between the fish and meat forks and the salad fork brought in later. On the right of the plate are the knives—two steel ones and a silver one with their edges to the left—a soup spoon follows the silver knife and then the oyster fork. Glasses for water and wine are grouped before the knives and a small card laid on the napkin shows the guest where he is to be seated. It is unpardonable to be late for a dinner, but when such a thing occurs the hostess delays the meal no longer than fifteen minutes.

Introductions are made in the drawing room and when dinner is announced, the host leads into the dining room with the lady who is to sit at his right, followed by the others, the hostess coming in last.

Coffee is usually served to the ladies after dinner in the drawing room—the tray being brought in by the servant and offered to each one. Cigarettes may also be offered at the same time. The gentlemen have theirs served in the dining room where they linger a while smoking and chatting. The host must not allow this to last too long, but must make the move to join the ladies in about fifteen minutes. This custom is not always adhered to, and all may join in having coffee together.

At the conclusion of the dinner, the chief woman guest (that is, the lady who sits at the right of the host) gives the signal for the break up of the evening. All other guests should wait for her departure. Single men do not leave until the women guests have departed. An hour is

usually long enough to stay. The farewells must be directed particularly to the hostess and both she and the host must receive them standing.

Evening dress is required—decolleté for the ladies, dress suits for the men—unless it is quite informal, then a dinner coat is permitted.

SMALL DANCES

The Small Dance may either be given at home if one has a room large enough to accommodate the number of guests comfortably, or in the ballroom of a hotel or club. The invitations should go out two weeks before and may be written or engraved as the size and formality of the party requires, and a response is requested by the letters R.S.V.P. in the lower right hand corner. These letters mean "Respondez s'il vous plait" and is the French equivalent for "Answer if you please." Invitations should be answered at once. The hostess should receive just outside the dancing room. Guests remove their wraps in the dressing rooms, and when greeting the hostess must move on immediately to give opportunity for others to come up. Each gentleman should ask the hostess to dance during the evening, but she cannot leave her post until after supper is served. The usual hour of starting is ten o'clock, but as guests may arrive at any hour after that it is usually supper time before they have all assembled. Dance programs are not as popular as they once were and the more informal "cutting in" is permissible in this country, though foreigners cannot understand it and are often much disgusted by it. When a young man invites a young girl to go to a dance with him, a box of flowers arriving from him in the afternoon is a delightful addition to her pleasure and his popularity. Supper for a dance may be as simple or as elaborate as you choose, may be served as a buffet supper, or the guests may be seated at small tables. One or more punch bowls should be kept filled all evening. These may be presided over by a servant, or the guests may help themselves. Each guest must personally thank the hostess for a delightful evening, and the packing up of the orchestra is the signal for departure.

CHAPTER IV

THE DEBUTANTE

COURTSHIP, ENGAGEMENTS AND WEDDINGS

Having now launched the family circle on its round of introductions—calls and entertainments, let us turn our attention to the debutante, who, as the daughter of the house becomes, at a suitable age, when she has finished her school education, the important reason for all these preliminaries to her social education. We will follow her from her first formal bow to society, through her gayeties, to her courtship, engagement and subsequent marriage. Recording also the proper attentions shown her and the behavior required of her complement, the legible bachelor. Of course, the most delightful way for the young girl to be presented to society is having a ball given for her, but this also is the most expensive form of entertainment and can only be attempted by people of great wealth. The invitations are engraved worded as for any other ball, with the daughter's name following that of her parents—an orchestra and ball room are hired, while caterers manage the supper. A much more simple and popular "Coming Out Party" is the afternoon tea with dancing—or a small informal dance is given for the younger crowd and a few of the parents' intimate friends. A small tea, or the mere sending out of the mother's cards with the daughter's name engraved upon them, are two effective ways of announcing to the world that the young lady is ready to receive invitations. At all of these entertainments the debutante stands with the hostess on the receiving line, and at a ball or dance should stay until supper is served. As each guest comes in they should pass quickly down the line and should be greeted by the debutante with the same degree of cordiality whether they are intimate friends or not. While this should

be a natural expression of good-will, it is also good policy, as the friends invited to meet the young girl are also the circle of acquaintances to whose entertainments during the season she will be anxious to be invited.

It is the usual thing to send flowers to the debutante. Not only do her young men friends send them, but her father's business friends and her mother's friends who have been invited to the party. They are arranged around the rooms. The debutante invites a few of her best friends to receive with her. These girls come early and stay until the entertainment is over. Other than circulating among the guests or assisting at the tea table, these girls have no "duties" and do not stand in the receiving line. The debutante and her friends wear evening dresses whether the affair takes place in the afternoon or evening. The debutante customarily wears white, in some light, airy creation, or if white is not becoming then some pale shade which is. Never brilliant colors and never black. The mother also wears a smart evening dress, not too decolleté. The attitude of the debutante toward the world is one of expectancy. Upon the people she meets and their estimate of her depend her good times for the coming season. Therefore she must cultivate the gracious agreeable manners which indicate a kindliness of spirit, so appreciated by the older members of society. Toward less popular girls, her manner should be kindness itself and she should unselfishly share her numerous partners with those girls who are not so fortunately endowed with graces. Girls to-day cannot depend upon mere looks as a single asset. Cleverness, brains and good manners, more often than not, make a plain girl the belle, where the beautiful, spoiled doll loses out. To be a good dancer, though a powerful asset, is not the only one these days. A girl must play a good game of bridge—do more than passably well in outdoor sports, and have an interesting line of conversation to hold her own in the world of society, which is looking always for novelty and entertainment.

CHAPERONES

The question of the chaperone has been a long drawn

out battle for years, and the stern, sour-faced duenna is gone forever, to be replaced on necessary occasions by some jolly, sensible matron, not too old to have forgotten her own pleasure loving youth. The occasion for chaperones also has been very much cut down and our girls are allowed to go many places unattended which would have caused their grandmothers to lift their hands in horror. But we all feel nowadays that the best chaperone is the well brought up girl herself, and no amount of watching will control the girl who determines to defy convention. Playing about in groups has done much to eliminate the chaperone (much to that lady's own satisfaction. It has never been an enviable position). Small crowds of intimate friends going everywhere together make it permissible to do without her. Conventions shift with localities—but in no locality is it proper for very young girls to dine in public with a young man alone—and never of course at a bachelor's house or apartment, unless a chaperone is provided. A girl engaged in business life has more independence and liberty than the sheltered débutante. She is obliged to fend for herself and learns how to do it very quickly. But because of this very freedom, she must not abuse it, but conduct herself with the utmost propriety wherever she may be—so I add again, the best chaperone for any girl is her quiet dignity of manner, which carries her serenely through any experience either pleasant or trying.

THE COURTING

The freedom of companionship which fortunately has developed in the last two generations has entirely done away with the restricted knowledge of one another that the old time man and maid were allowed by their conventional guardians.

To-day, the girls are partners in all games—they have a working knowledge of the general make-up of their various admirers which was denied their grandmothers. Man is no romantic mystery to them and on the other hand, girls are no longer incomprehensible sirens to blind the young man with their "company" charms, leaving him to find out too late that in his quest of a life companion he was

being cheated. Girls and boys are together in so many healthy pursuits these days, that courtship as an "art" has been made much more casual, and as a rule the final declaration is not made until both know each other's tastes, characters and ideals. The first step, however, which must be taken by the young man after he has been accepted, is to ask the approval and consent of his fiancée's father, mother or guardian as the case may be. After this has been won, he must announce the happy news to his parents and they must call upon the parents of the bride-to-be, within twenty-four hours. This call should be returned at once. If the engagement has taken place in another part of the country, the young man must write at once to his parents, and upon the receipt of the letter, his mother should at once write a cordial letter to the bride-to-be, welcoming her into the family and urging her to make them a visit as soon as possible.

According to his circumstances the engagement ring is bought. Producing it from his pocket at the moment of the acceptance rarely occurs, except in the "movies." It is perfectly proper for the young man to pick it out himself and give it to her, and it is also permissible for him to invite the young lady to pick it out herself. A diamond solitaire has for many years been the favorite, the setting varying slightly—but any stone chosen at this time acquires a lasting and romantic association which time will not dim. It is not necessary for the girl to give her fiancé an engagement present, but that is purely a personal matter. The first time the ring is worn publicly is on the day of the announcement. If the engagement is to be announced formally, the young people tell or write their intimate friends, their uncles, aunts and cousins of it, and ask them not to tell until the date decided upon arrives. The family of the young man then calls upon the fiancée at once to assure her of her welcome amongst them. She must of course return these calls as soon as possible. It is then customary for them to entertain her in some manner. In case of recent death in either family, it is the usual thing not to make the formal announcement until the first period of mourning is over, though a quiet home wedding in the

presence of the immediate families only, is quite permissible after a bereavement. The announcement is always made by the parents of the bride-elect. It is not good form for the young man's family to tell of it until they decide to make the announcement.

The announcement is made to the papers the evening before the day decided upon, some member of the family either sends a note to the leading dailies, or calls up on the telephone and says, "Mrs. John Carver has asked me to say that she and Mr. Carver are announcing the engagement of their daughter Annette, to Mr. Harvey Brown, Jr., son of Mr. and Mrs. Harvey Brown, 15 North Adams St."

If the contracting parties are socially prominent, the papers will send their reporters for details and the amount of data given them will entirely rest with the parents of the bride-to-be. A dinner may be given on the eve of the announcement by the young girl's father and mother. The father will announce the fact with a few well chosen remarks at dessert time. The future son-in-law must answer in a way appreciating his good fortune. Then congratulations are in order. Congratulate the young man on his good luck, never the young lady,—she must have good wishes extended to her for her future happiness. After the announcement is made public, the friends of the young couple give entertainments of every description. The bride-to-be often receives engagement gifts from her intimates—personal trifles which make this happy period even more delightful.

The young couple in public must realize that they are objects of interest to all of their circle, and while devotion to one another is to be expected, love-making under the eyes of the world becomes a bore to the onlookers, is not in good taste, and the sacredness of scenes which should be preserved by the two lovers alone, lose their depth and meaning when enacted under the critical eyes of the community. When the unfortunate circumstance arises that the engagement proves a mistake and is broken, the privilege of publicly announcing this fact is always given the young lady and she should at once return her engagement ring to the young man, and all other gifts of value.

WEDDINGS

Invitations for the wedding are sent out three weeks before the date of the marriage. If it is to be held in church, the bride's mother must find out whether it will be available on the date desired, and make the day definite before having the invitations engraved. If one has not already a complete visiting list of one's friends and acquaintances, it is well to begin to collect one as soon as possible. With the aid of this list added to the capacity of the house or church where the ceremony and reception are to be held, will the number of invitations necessary be decided. The order should be given the stationer at once for all plates required and the size and texture of paper, also the style of engraving chosen. It is wise to order a number of extra church invitations and announcements at the same time. This order can be increased when the number of guests is actually known.

Four lists are usually made out in sending the invitations. The bride and groom each make out one, and their respective mothers provide the list for each family—each name must be clearly marked either "house" or "church" indicating which type of invitation is to be sent. They are sent out in the name of the bride's parents and she and her friends address them. The invitations to the reception are equally divided between the mothers of the bride and groom, and include intimate friends and relatives according to the number who can be accommodated. To a large church wedding the full visiting list is included and often business acquaintances,—as they are announcements of the news of the ceremony and do not carry obligation of sending a present. But when church invitations have one to the reception or breakfast enclosed, it is customary to send the bride some gift. Gifts are sent to the bride and any gift which requires lettering should have the bride's initials or monogram upon them.

Wedding invitations do not require any answer, but if one is invited to the reception or breakfast, two visiting cards are sent to the bride's mother if it is not possible to attend.

The accepted form of church invitation reads—

Mr. and Mrs. Henry White Livingston
request the honor of your presence
at the marriage of their daughter
Alice
to
Mr. William Mason Reed
on Wednesday afternoon, June the fourth
at four o'clock
St. Luke's Church
New York City.

An enclosed card announces the time and location of the reception and usually reads—

At Home
From half-past four
10 St. John's Place.

For a home wedding the only difference in the wording is the home address and the substitution of the words—

"request the pleasure of your company"

in place of

"request the honor of your company."

Most home weddings being necessarily smaller than those in church, the invitations are usually restricted to the family and intimate friends who can be accommodated comfortably in the home, and announcement cards are sent out the day of the wedding to the longer list of friends and acquaintances who are interested in the affair. These announcements carry no obligation as to presents.

Invitations are sent out to a man and his wife together, but if there is a daughter or son, each receives a separate one. In the case of several daughters or sons they may be included in one, as—

The Misses So and So—

or

The Messrs. So and So.

TIME FOR WEDDINGS

Weddings on the East Coast are usually celebrated either at noon, or from the hour of three-thirty and no later than four-thirty. Throughout the West, nine o'clock in the evening is a smart and popular hour, though of course the time one's train is leaving for the honeymoon trip has something to do with the decision. In fact, it is a matter where one may choose any hour that is convenient, but when deciding on a fashionable hour, the above mentioned ones are customary.

PRESENTS

As soon as the invitations have gone out the presents start coming in, and the bride-elect should have a blank-book in which she enters the name of the donors—their address, description of gift, where bought and date when answered.

The bride's note of thanks should go out as soon as possible after receiving the gift and must be written by her personally—it may be as short as she likes, but should contain some graceful allusion to the gift.

Visiting cards of both husband and wife are enclosed with a wedding present. If one wishes to add a personal message upon them it is quite permissible. If one cannot send the present until after the wedding, send with it a short note explaining why. Many brides display their gifts on tables in some room near the reception rooms. These tables are covered with long white table cloths and to those who have taken the time and trouble of selecting the gift, it is a nice thing to feel that the recipient is pleased enough to display it. If a bride has many duplicates, it is permissible for her to exchange them for other things she may need. No one is hurt over these exchanges, unless of course the gift has been chosen for some particular sentimental reason.

BRIDESMAIDS AND GROOMSMEN

The number of bridesmaids and groomsmen are of

course entirely optional with the bride and groom. It is customary for the bride to have at least one attendant to hold her bouquet or arrange her train, but she may have a procession of maids, matrons, flower girls and pages if she so desires.

They precede her two by two down the aisle, arranged usually according to height, the shortest leading. Ushers first, followed by the bridesmaids—then comes the maid (or matron) of honor, who walks alone. If there are flower girls they come next, then the bride leaning on her father's arm and if there are pages, they hold up her train.

The bridegroom always has a best man, either his brother if he has one, or his most intimate friend—the number of ushers that he asks depends upon the size of the wedding.

REHEARSING FOR THE WEDDING

A rehearsal for the wedding is most necessary and takes place usually on the afternoon before the ceremony. If the marriage is to take place in church, the wedding party must assemble there and go through the formation which is desired the next day, so that the procession will be smooth and attractive to witness. While the bride always attends the rehearsal, a substitute is appointed to go through with it, so that she and her mother may decide on how they wish it arranged. The organist should be present as the most important matter is the spacing between the couples and their keeping step with the music. The speed of the wedding march may be tried out by the ushers walking two by two down the aisle, while the others decide on how fast or slow they should go. As the father has a very important part to play the next day, he also should be at the rehearsal. When the proper pace has been decided upon, the procession forms in the vestibule as it is to be the next day, and as already described in the paragraph on "Bridesmaids and Groomsmen." When it gets down to the chancel the ushers divide, the first two go up the steps and stand facing each other at the top—the second two a step below, etc.—the bridesmaids having arrived at the steps do the same—one bridesmaid in front of each usher

The maid of honor stands on the left, opposite the best man, the flower girls and pages grouped on either side, whichever make the most attractive picture. The bride or substitute at the rehearsal who has counted eight beats after the rest of the procession has started, comes now, leaning upon the right arm of her father. The clergyman steps into the chancel from the vestry followed by the groom and his best man. The groom advances followed by the best man and meets the bride at the foot of the steps. She takes her left hand from her father's arm, shifts her bouquet from her right to the left hand and gives her right hand to the groom who extends his right hand to her, drawing it through his left arm. The best man in the meantime has followed him down the steps and stands opposite the maid of honor. They then turn toward the waiting clergyman and go slowly up the steps followed by the maid of honor and the best man. When they reach the clergyman, the organ stops,—the bride hands her bouquet to her attendant—the best man hands the ring to the groom and the ceremony proceeds. A great convenience for the slipping of the ring in place is the ripping of the finger of the bride's left glove. When the words "With this ring I thee wed," etc. are said, it is an easy matter to turn back the opened finger, thus doing away with the hasty and embarrassed tearing off of the whole glove, which invariably sticks, in the excitement of the moment. It is customary for the organist to play some favorite air, very softly during the ceremony and upon its conclusion to burst forth in the triumphant recessional wedding march. The maid of honor hands the bride her bouquet, straightens her train and the procession starts out in reversed order, bride and groom heading it, then maid of honor, bridesmaids and ushers. The father stands at the foot of the chancel steps at the bride's left. When the clergyman reads, "Who giveth this woman," etc. he steps forward still at her left. She turns slightly toward him, giving him her right hand, he puts it into the hand of the clergyman, as he says, "I do"—and then steps into the pew occupied by his family. If the bride has no father, or near male relative she walks up the aisle alone, and her mother goes forward and performs the office,

in exactly the same way. As the procession starts back down the aisle, the best man goes into the vestry room, preceded by the minister. He gives the fee provided by the groom and collects his own and the groom's belongings, hurrying out to hand them to him as he enters the carriage. The bride's carriage leaves first, then the bridesmaids, the bride's mother, then the groom's father and mother.

SEATING THE GUESTS IN THE CHURCH

The first few rows on either side of the church are held for the families of the bride and groom and are usually divided from the rest of the seats, by ribbons stretched across the aisle. Bunches of flowers may decorate the ends of these pews to mark the division. It is the duty of the ushers to show all the guests to their places. An usher offers his arm to each lady whether he knows her or not. He inquires whether she prefers sitting on the groom's side or the bride's before seating her. Cards should be enclosed in the invitations to the families and intimate friends showing that they are entitled to sit "beyond the ribbons." The groom's mother and father as does the bride's mother, arrive shortly before the wedding party, and are shown their places—the bride's mother is the last one to be seated and no other people should be seated after she is. As soon as the bridal party arrives and are in the vestibule, the doors should be closed and no one else admitted. The usher who has shown the bride's mother to her place nods to the waiting organist, who gives him time to go to his place in the line, then he starts the wedding march.

THE RECEPTION

An awning should cover the sidewalk to the door to protect the bridal party from the gaping crowd, if not the rain. If possible, an orchestra playing as the guests arrive, add to the gayety. The bride stands at her husband's right in the center of the room and the bridesmaids are grouped on either side to receive the guests. The mother of the bride takes her place near the entrance accompanied by the groom's mother—the guests are announced to them and then pass on to the bridal party. It is not necessary for the

fathers to receive with their wives unless they care to do so.

REFRESHMENTS FOR THE WEDDING RECEPTION

The refreshments vary of course according to the size of the wedding. Sometimes there is a sit-down "breakfast" as it is called—a supper if the wedding has been an evening affair—or it is simply served buffet style. At a sit-down meal, the guests are distributed among small tables with a larger one specially laid for the bridal party, but no matter how the collation is served, there is usually a big bride's cake, which contains articles of good luck, as the thimble, the ring, or the bit of money. The bride cuts the first slice and the wedding party follows, each hoping for a lucky symbol. Besides the "bride's cake" there are little white boxes of fruit cake tied with ribbon which are piled on a tray near the door, for each individual guest to take home and "dream on."

CHANGING FOR THE HONEYMOON

After the bride and groom have eaten, and glancing at his watch he decides they must get ready for their train, she gives her bridesmaids a signal and starts upstairs. They gather at the foot and she turns half-way up to throw them her bouquet. The one who catches it is supposed to be the next one married. The bride then goes to her room followed by her mother—her sisters and bridesmaids if she desires it, while she changes to her traveling clothes. The groom goes to the room reserved for him and changes into the plain business suit the best man has taken there for him before the wedding. When they appear at the head of the stairs, they have to make a run for it to the waiting carriage outside, as the avalanche of rice is hurled at them from all sides. The best man is the only friend they have and he hustles them out, giving the signal to start. But even he usually throws the last handful as they are off.

HOME WEDDINGS

The wedding at home is not as expensive as the church wedding, but it has one disadvantage that the number of guests has to be limited. The procedure is the same as at

church, except that the bridal party approaches the altar from an adjoining room, or down the front stairs, an aisle is made with ribbons or potted plants. All caterers have the necessary fixtures for improvising an altar for a home wedding. At the wedding at home the bride's mother stands at the door of the room where the ceremony is to be and receives the guests and just before the wedding takes place she walks over and stands in the space reserved for the family. The groom's parents are already installed in their special place opposite. The bride and groom at the conclusion of the ceremony simply turn facing the guests to receive their congratulations.

RECEPTIONS IN HOTELS

Wedding receptions are sometimes given in hotels or assembly rooms, where people are living in houses or apartments too small to accommodate many guests. The entertainment offered may be as elaborate or as simple as people's choice and pocketbook allow. But the home reception gives an air of more distinction and background to the bride, no matter how simple it may be, than the semi-public, thoroughly advertised wedding in a hotel—no matter how sumptuous.

EXPENSE FOR THE BRIDE'S FAMILY

The entire expenses of the wedding and its reception are borne by the bride's parents. They also provide her trousseau, which is regulated entirely by the amount of money her family think they can afford.

The wedding dress of a young girl is usually white, the material is for her or her mother to choose, and with it she wears a white veil—it may be decolleté if it is an evening wedding.

The bride chooses the color scheme for her bridesmaids' dresses and their design, also of their hats, but they must pay for them. The bouquets, parasols, muffs or fans that they carry are presented to them by the bride. She also makes them some individual gift which may be inexpensive trifles or more elaborate, as she desires. The engraving and mailing of the invitations is paid for by the bride's parents.

She sometimes gives the groom a wedding present, or ring, or both—but it is not necessary, nor generally customary.

EXPENSES FOR THE GROOM

After the engagement ring has been bought, his next expense is selecting a wedding present for his bride. Always a personal gift for her to wear, and may be as handsome as he cares to make it.

He pays for his bachelor dinner, his marriage license, his personal gifts to the best man and ushers—to whom he also presents their wedding ties, button hole bouquets and gloves.

The bride's bouquet is sent from the bridegroom—he pays the minister's fee and buys the wedding ring.

DUTIES OF THE BEST MAN

The best man occupies a most important position as he usually has to take entire charge of the groom and his belongings. His most important duty is to see that the changes of clothes necessary to the groom, are in the place they should be—he superintends the packing of his business suit and linen for the going away, and takes it to the bride's house, leaving it in the room set aside for the groom. He then collects the bride's as well as the groom's luggage which is to go on the trip, and attends to checking or expressing it to its destination.

Then he must be on hand early to help the groom dress for the ceremony—he takes charge of the ring and the minister's fee—and at the wedding becomes the mainstay and support of the nervous bridegroom and keeps the mischievous throng at bay, while he helps the young couple to make a successful exit.

THE MARRIAGE OF A WIDOW

This does not differ from that of a young girl, save in the matter of wearing white and orange blossoms. While she may have a large wedding if she cares to, usually a widow prefers a quiet one, has but one attendant and wears a traveling dress or an afternoon frock with a hat.

Although it is not necessary to send presents to a second marriage, intimate friends sometimes do.

CHAPTER V

ETIQUETTE IN TRAVEL

Now that we have started our young couple off upon their journey through life, it seems apropos to say a few words in regard to what is correct in traveling and a bit of warning about the various types of travelers, whom they will undoubtedly encounter. Space is so limited on trains or ships and in hotels, in comparison with our homes, and one is so continually under the public eye, that the two essentials which make any trip taken in a public conveyance a pleasurable one for all, are consideration for others and complete inconspicuousness on the part of each individual traveler. We have all had the wearing experience of having to exist in overcrowded trains with various people, who selfishly occupied the wash rooms, smoking compartments or observation car to the exclusion of everyone else. We also have been subjected to the annoyance of the loud voiced, attention-seeking tourist—who is constantly "playing to the gallery," allowing his children to sprawl over every fellow passenger within reach, and scattering the crumbs and papers of his auxiliary lunch basket through the aisles. Everyone cannot afford a drawing room, at times one's trip is too short to necessitate it, and so one is at the mercy of one's fellow-travelers for many unbearable hours, if these two main rules for comfort in travel are not adhered to by all. Children of course are the most difficult factors to deal with. It is not at all their fault that they become restless and irritable from being shut into such close quarters—their lives at home have been untrammeled fields of action, and if older people, who have gone through some of life's discipline, grow cross and grumpy during the length of a journey, what can be expected of the little ones who cannot yet reason out the "why" of this discomfort. Still a great deal may be done by the parents and prepared beforehand to guard against the annoyance their children may cause others, and also to guard the children from some unkind rebuff which their innocent advances may call forth from some weary passenger. If possible, a

cate-room on a train should be secured so that they may e kept together and away from the rest of the car, but if nis is not possible, mother should take time in her prepara- ons for the trip to lay in a store of playthings, some little urprises and books, for their entertainment. These should ot be produced all at once, but from time to time as the hildren tire of the others. Eating between meals should e discouraged, perhaps more so than at home, as there is o room for exercise and the overloaded little stomachs o a long way toward making the child fretful. At every ation on a long trip, where there is sufficient time for a ttle run on the platform, they should be taken out in the resh air and allowed to stretch their legs. The children vho are members of a well-disciplined home are unmistak- ble on a trip. Their quiet interest in their surroundings nd polite manners give promise of a man or woman who vill be that most delightful of persons, an agreeable fellow- raveler. Now for the parents (and it is upon their con- ideration of others that the behavior of their children epends). In planning a trip of any length, one should plan pon the least possible hand luggage possible. As I have aid before, spaces are small and if one's bags and hat oxes take up the entire rack and most of the floor beside ne's seat, where in a crowded train will the fellow pas- enger put his things, and will it add to his good humor to tumble over your multitude of luggage as he seeks vainly o find a place to stow away his own? Clothes for travel- ng should be as quiet and inconspicuous as the traveler imself should be. For short suburban trips, with a party aiting at the end of it, it is sometimes necessary to wear aborate clothes, but for longer trips, never! A call to e awakened in the morning may be given the porter the ight before, and it is a sensible thing to arise early, while he wash room is less occupied. A lady dresses in her berth ith the exception perhaps of her gown. She carries with er a dark dressing gown which she puts on to go to the ashroom, carrying her gown and hat and dressing case ith her. She must finish her toilet as quickly and un- otrusively as possible, and a man with his shaving must o the same, leaving the washroom to the other people who

need it quite as much. In eating one's meals, remember to choose a simple meal, easily prepared and leave as soon as you are through—there are nearly always people waiting to take your place.

CHANCE ACQUAINTANCES

Of course it is quite optional what one does about talking to strangers on train or shipboard. Of course a young girl carefully instructed at home would never flirt with a man on a train or ship with the idea of becoming acquainted, than she would on the streets of her own town or city. Though if a man gives her assistance in any way and behaves in a polite and unassuming way, it is quite permissible for her to chat with him, being careful not to make the conversation personal nor giving him any personal information about herself. One should never obtrude oneself upon one's fellow passengers with the idea of starting a conversation, a chance remark over something that is happening, or a mutual smile over some amusing incident, will often bring about a congenial meeting without premeditation. But chance acquaintances are often not at all desirable or agreeable—when one has once let down the barriers of silence to a strange traveling companion, it is almost impossible to put them up again—and there you are open to the conversation of the stranger, whether you like it or not—most often bored to death and wishing you had kept your eyes on your book or out the window, instead of being so friendly.

ON SHIP BOARD

The ocean trip is much less fatiguing and with the privacy of the stateroom, one has at least one spot into which the loquacious stranger cannot intrude. But as the main benefit of a sea trip is the rest and quiet one wishes to enjoy, nothing more annoying can happen when one is comfortably tucked up in one's deck chair, enjoying a book dreaming, or perhaps feebly feeling for the first time that one is going to live at all, than to have a bustling, inquisitive stranger force his undesired identity upon one. Friends may arrange to sit at table together, but it is not in good taste to ask to sit with people who have not invited you

One may speak to whoever sits on either side of him at table but need not continue the acquaintance on deck aside from bowing unless one feels inclined. If one is displeased with one's table companions for good reasons, one may go to the steward, explain and tip him, to have one's seat changed. Constant complaining is in very bad taste, but when necessary one should go to the person in charge of the department—the conductor of the train, or the hotel management. Complaints launched on the general public have no effect, beyond that of making the listeners angry and uncomfortable.

CLOTHES FOR THE TRIP ABROAD

The only trunk one can use during the trip is the steamer trunk, so one must carefully consider the outfit which will be most useful for the length of time. Soft, warm sports clothes with woolen stockings and good walking shoes; a snug, soft hat which is comfortable on the head while leaning against the steamer chair, are the clothes necessary for day time wear. A simple dinner gown in quiet color or black for evening and a warm steamer rug for deck use. A man takes the same type of clothes with his Tuxedo for evening.

On the other hand, when the sea trip is over and one is traveling on the Continent one finds that elaborate evening dresses and full evening dress for men are worn there far more than here, and tho each extra pound of luggage costs very dear, still one has to decline many attractive invitations if not provided with suitable clothes. And it is always wise to find out what may be brought back, as many clothes bought in good faith have had such excessively high duties put upon them, that make them not worth buying.

TRAVELING ABROAD

It is sad to think that because of the conspicuousness of the number of blatant Americans who have traveled abroad in the last decades, that the general impression that Europeans have of us is one of always "tooting upon your own horn." Every American feels that his country is the greatest in the world and so it is to him, but that is no reason why we should try to force it down the throat of every member of other nations who very properly feel the same way about

his own country. This ostentatious boasting is silly, ill-bred and presumptious toward America itself. This great country needs no vulgar boasting of its greatness, and the respect of foreigners is gained by an attitude of dignified pride, rather than from loud protestations. While it is desirable to be able to speak more than one language, there is always some one in the more generally traveled communities who can speak English, and it is perhaps better to stick to one's own language, than to make the ludicrous mistakes one is bound to make in attempting a foreign tongue. Let me add that the natural politeness of foreigners in hearing these mistakes is much greater than in our country, where a foreigner's misinterpretation of words is usually made the subject of uproarious jest, within reach of his bewildered ears. On the other hand, I have seen the absolute gravity with which some absurd mistake was taken and a painstaking explanation gone through with, by natives of countries other than our own.

A FEW CUSTOMS

There are a few customs abroad which vary from our own. Chief among them is the fact that European ladies seldom travel alone, being accompanied by a maid if no one else is available. But so many American women have made trips by themselves that the other countries are becoming accustomed to the idea. There, as here, the best and only rule for a woman alone to observe, is the rule of quietness and dignity, which will carry her through all emergencies. Just a word about "chance acquaintances" on the continent. Foreigners of birth and breeding do not as a rule make "chance acquaintances," are rather slow about extending hospitalities to strangers—on the other hand, there is a class of avaricious hangers-on, who are ever on the alert to attach themselves to Americans who give the appearance of wealth. This group of persons is unscrupulous and undesirable,—stick like leeches to their victims, and often masquerade under fictitious titles.

In the trains on the continent, as Europeans prefer to sit with their backs to the engine and Americans just the opposite, their mutual accommodation is made easy. It is

ot correct to talk to one's fellow passengers. In all Euro-eans cars smoking is permissible, unless a special sign reads the contrary. If a lady is present it is correct to ask her ermission—no language is needed. Look at your cigar, ow with an interrogatory expression and when she bows er assent, smoke. Men bow first in Europe, and should an cquaintance seem not to see one who has a lady with him, is understood that he does not bow under such circum-ances. The right hand of a gentleman is the place oc-upied by his wife and ladies of her class, either in walking driving; any woman seen on his left hand may be taken r someone outside of social recognition. Social life being ery formal on the Continent, an invitation requires an in-ant acceptance or regret. Evening dress is worn by entlemen at afternoon functions, any doubt about these oints should be inquired into from some representative at ur Embassy. When staying more than a few days, one ould call upon the Ambassador or Consul of America. he ladies should call upon the wives of the Ambassador or onsul. Calls should be brief and if possible, on the day at me. If these calls are made, it helps to leave a personal emory of one at the Embassy, which may prove very con-nient in event of one's having to call upon them for advice aid.

TIPPING AT HOME AND ABROAD

Much as I hear the system of tipping decried as un-merican and undermining the spirit of independence, I ve yet to see a tip refused—nor failed to note the added al with which one's wants were catered to in receiving The claim that American servants are paid sufficient ages to do without the tip, may be so, but there has never en an occasion to my knowledge when the claim impelled e servant to return the tip. Things being as they are, and veling being expedited and comfort added to by alacrity service, we all accede to the demand in more or less gree. Tips in Europe are expected on all sides, but they ed not be large ones. Indeed, Americans themselves in foreign countries have by their lavish and absurd tips de it difficult and uncomfortable for others with more mmon-sense, who followed in their wake. When in doubt

as the size of one's tips in a European hotel, the desk o doorman can supply the information. One always adds t the fare for carriage or taxi, a tip for the driver, calle "Pour boire." It is a good plan when traveling in a part to have one person take charge of the daily expenditures fo taxis, tips, entrance and guide fees.

On ship board each ordinary first class passenger give $2.50 or its equivalent in the money of the country by whic the ship is owned, to the room steward or stewardess dining room steward, deck steward and lounge steward Your tip to the head steward or one of the chefs depends o whether you have them do anything special for you. If yo have taken your meals in your room, you tip the stewar or stewardess $5.00. If you like your bath at a special hou it is well to tip the bath steward for it as soon as you g aboard. Any steward who has been particularly attentive it is well to give an extra tip as one leaves the ship. I first-class American hotels, the rate is ten percent on meal costing three or four dollars,—no tip should be less than quarter, if a meal costs two dollars or more thirty or thirty five cents, and ten percent for the more expensive meals.

REGISTERING AT HOTELS

Just a few words to our young couple about the correc way of registering their names at the hotel when they arriv As a bachelor the correct registering would be—

William T. Hobson, Buffalo, N. Y.

But when he brings his bride the proper form is—

Mr. and Mrs. William T. Hobson, Buffalo, N. Y.

He never enters the street and number, neither does he put—

William T. Hobson and wife.

Later when he travels with his family, he signs—

William T. Hobson, Buffalo, N. Y.
Mrs. Hobson, Buffalo, N. Y.
Miss Alice Hobson, Buffalo, N. Y.
William T. Hobson, Jr., Buffalo, N. Y.

When the children are young he may write—

Mr. and Mrs. William T. Hobson, Buffalo, N. Y.
three children and nurse.

CHAPTER VI

CHRISTENINGS

The young couple has returned from their travels and ter a season of various entertainments for them by their iends, which they have returned in kind, the baby arrives id their whole attention is centered upon that first en- rtainment given for him—the christening party.

As soon as the baby arrives, it is customary not only to ake the announcement in the paper, but the parents have ny cards engraved with the baby's name and the date of e birth in the lower left-hand corner. These cards are tached to the parents' card with a tiny ribbon bow—pink if girl and blue for the boy. These cards are mailed to all ne's friends and their cards and notes of congratulation ould be sent at once.

The usual form for the notice in the paper is as follows—

A son was born to Mr. and Mrs. Rodney Parks
on Monday the fourteenth.
Mrs. Parks is the daughter of
Mr. and Mrs. Amos Todd of San Francisco.

Notes of inquiry and congratulation should be answered the mother as soon as possible. When gifts are sent, me graceful mention is of course made about them.

It is well to choose an attractive name for one's child and ery hard on the little one to have a grotesque one attached him for life. The choosing of the name may be made fficult because of the names of rich or beloved relatives, who ay feel that the baby should be named for them. In the se of a boy it is always safe to name him for his father, nd if the mother's maiden name is musical to the ear or ell-known in the community, a boy may have that given m. Names however are absolutely the choice of the arents and no influence should be brought to bear upon

them to perpetuate some name which will be a constant source of annoyance to the child.

Three god-parents are chosen for the child, to stand as its friends during its life,—two men and one woman friend for a boy—two women and one man for a girl. If it is impossible for any of these sponsors to be present at the christening, a proxy may act for them at the ceremony. The invitation to be a god-parent is absolutely informal and as those so invited are supposed to be intimates of the parents, it is unheard of that they should refuse. The standard presents of god-parents are silver mugs, porringers or a silver knife, fork and spoon marked with the baby's name—the date and the name of the giver. Christening presents however may be anything that one cares to give.

The date of the christening must be arranged with the clergyman if it takes place in church at the close of the morning service. No attempt or decoration or other entertainment need be made. But if a real christening party is planned, a week day is chosen when the church is not otherwise used. Then a few palms grouped around the font is all that is necessary in the church, and the relatives and friends present occupy the pews nearest it. The godmother holds the baby and pronounces its name to the clergyman as she stands directly in front of him. Care must be taken to say the name distinctly so that no mistake can be made by the clergyman—for directly he pronounces the name it is fixed for life. As soon as the ceremony is over everyone drives back to the house where the baby holds his first reception or christening party. The ceremony itself may take place at home unless forbidden by the church to which the parents belong. The arrangements are much like those of a wedding, tho not so elaborate and the drawing room is decorated with flowers. A "font" which is a bowl, usually of silver, is placed on a small, high table covered by a white cloth. If the clergyman is to wear vestments, a room must be given him to change in. At the appointed time he enters the room where the friends and relatives are gathered, the naturally form an aisle for him. The godmother carrying the baby follows, and the other two godparents walk behind her and all three stand near the font. After the ceremony

ıe baby is admired, but as soon as he appears restless or red, he should be taken upstairs by the nurse. The re-reshments do not differ from those of an ordinary informal ea—but added to them is a large white frosted cake known s the "baby's cake," which is cut and handed to every one, hile his health is drunk in a fruit punch.

CHAPTER VII

MANNERS FOR CHILDREN

HAVING been properly introduced to its mother's friends the baby is now a member of society and begins at once it training toward becoming as ornamental a member as eac of its charming parents have been. In households where competent and refined woman has charge of the little one she teaches him at least the beginnings of good manners, bu the best and most important training that every child shoul receive is from his mother and father, and parents shoul not turn over to anyone else the entire teaching of a chil In the first place they are cheating themselves out of one o the most interesting experiences they will ever have, to loo at it purely from a selfish standpoint. In the second plac parents and children who do not know and understand eac other, never feel the woderful union of family, and do no stand shoulder to shoulder when the crises of life come—a come they always do.

It takes a bit more trouble to train a child in good habi than it does to let him run wild—but the resulting amou of trouble which results from the latter course is out of a proportion to the time and interest taken in the forme From the moment they are born, children try to see just ho much of their own way they can have without interferenc Discipline must also start at once, not only to make the chi well-mannered and charming, but to save it from the u merciful blows which the world at large will aim at t head of the spoiled child. The world as I have said h adopted certain rules and regulations and expects individua to observe them. It has neither time nor inclination to r arrange its plans for one or two undisciplined people, wh have never been taught to conform, so the unfortunate reb suffers, sooner or later.

Respect for one's parents is the keynote of the we ordered obedient home. But parents must command th

ildren's respect by their polite and well-bred demeanor. onsideration for others is the foundation for respect and selfishness in matters great and small. It is surprising w young a child is when it begins to notice such things, d as the young always imitate the elders, it behooves the rents to preserve a unity of spirit, at least before their ildren. There should never be an appeal from the de- sion of one parent to the other. When a decision is made d one is in doubt as to the attitude of the other, it is wise say before giving permission—"What does your father ink?"—"What does mother say about this?" After the rmission has been given by one or the other, it should and unchallenged. Nothing bewilders a child at first, so uch as a difference of opinion between its parents, and of thing does it learn so quickly to take advantage, than ese same differences. The questions of children should be nswered with all seriousness and parents should give ought to giving wise answers. If time is pressing, rather an to give an impatient or silly reply, it is better to say Mother hasn't time now to explain—come to me again when m not busy and I'll tell you." Mothers and fathers should e the most trusted confidants whom a child may have. The noring or ridiculing of confidence, shuts a child up within mself or causes him to seek confidants in less reliable rsons. No matter how rough and prickly the child's out- ard attitude seems to be, there is always the sweet and ving heart beneath, and it is the joy and privilege of rents to be its possessor. A chestnut burr may seem an possible proposition, but how very worth while is the de- cious nut inside. No physical defect in themselves or others ould be commented upon in their presence—if questions e asked about deformities, pity and sympathy must be stilled. Gossip should never be indulged in before them, t if, as is sometimes unfortunately the case, they over- ear or are told by others some disagreeable or derogatory mark,—to explain by presupposing that the individual dis- ssed has not perhaps had all the advantages in life that e should have had, teaches broad mindedness and a sym- thetic understanding which lasts all the child's life. hildren should have pets about them if possible, but with

these pets, as with smaller children, the habits of kindness and responsibility should be taught.

Punctuality is one of the most important habits to be insisted upon, and not only contributes to the happiness of others, but also an invaluable asset in the business or social life of the future.

No partiality should be shown for one child more than another in a family—there is nothing so unfair nor more apt to develop sullenness and a sense of injustice in his young heart. Nine times out of ten the very traits which you do not care for in the child have been developed by your carelessness in the matter of his training.

Invariable politeness must be practiced as well as taught in the home. "Please" and "Thank you" should be insisted upon and appreciation of all kindness should be voiced at once by some happy remark. When answering mother and father and all older people, children should be taught to say "Yes" or "No" distinctly, followed by the person's name.

Teach them that it is vulgar and common to shove, jostle or speak at the top of their voices, and we shall not have that all too frequent feeling of disgust and annoyance toward children whom we encounter in public places.

Children stand until their elders are seated and should be taught to allow older people to enter a room first. Boys should always allow their sisters as well as other little girls to take precedence. When older people enter a room where children are seated, they should arise at once and allow the older person to select the chair he desires. They must avoid passing in front of people if possible—if this cannot be avoided, a quiet "Excuse me" should be said. At table boys seat their mother and other ladies present, and it is a courteous thing for them to seat their sisters. An appreciative smile from mother must always be ready when little acts of politeness are performed. It is excellent training for children to remain at table until the elders are finished, but it is permissible for them to ask mother "May I be excused?" and slip quietly away.

Children should be taught not to interrupt the conversation of their elders—they can wait for a lull and then make their request or remark in a quiet voice. Boys should

learn to raise their hats promptly when a lady speaks to them or they speak to her. Little girls must give a quick and pleasant smile when speaking or spoken to. Consideration and kindness should be shown at all times to old people, invalids, servants, working people—in short any one who is not as fortunate as oneself.

CHILDREN'S PARTIES

It is an excellent training for future social life for children to give parties and also to go to them. The instincts of a delightful host or hostess have their start at these gatherings. When a child gives a party, the important idea to implant in his mind is that of giving pleasure to others. He must take an unselfish interest in seeing that his little guests are included in all games—he must see that they are all served with refreshments before he is, and must not be allowed to take prizes at his own home. When he goes to a party at a little friend's house he must be punctual, put into practice his lessons at home of politeness and consideration,—must leave cheerfully when the time comes, and never fail to go to his hostess and her mother and thank them for the nice time they have had. If it is a birthday party, the little guest taking a present must go at once to the birthday child and present it, wishing her "Many happy returns of the day."

Written invitations to the party are quite as necessary with the children as with the grown-ups. The child should write them itself if possible, and use some one of the pretty note papers for children to be had at all stationers. The informal and personal touch is given if the children are allowed to compose the note themselves, but mother must superintend and be sure that the time and date for the party is definitely given. An answer to an invitation should be sent off at once, and all presents received at Christmas time, or during the year must be acknowledged at once. Children love to receive letters, but their mother must insist upon their answering the letters sent by loving and interested friends and relatives.

A FEW DON'TS FOR CHILDREN AT TABLE

Don't if possible have very young children at the table.

Don't wait until they acquire bad manners before instructing them in good ones.

Don't allow them to play with table furnishings.

Don't allow them to chew with their mouths open nor speak with their mouths full.

Don't allow them to mess with their food, but eat it neatly.

Don't allow them to leave their spoons in their cups or their knife and fork hanging off their plate.

Don't allow them to voice their dislike for any particular food. If mother thinks it wholesome they must eat it.

Don't allow any fingering over of food that is passed them. They must take the first piece their hand touches.

Don't allow them to leave the table without folding the napkin and asking to be excused.

Don't allow them to spit food from the mouth, no matter how much they hate it, it must go down. Only pits, skins or bones may be removed from the mouth, and then with the finger tips.

Don't allow them to sit with their elbows on the table, no matter how many grown-ups they see doing it.

Don't allow them to smack their lips, clean their teeth with their fingers or make gurgling noises when they drink.

Don't allow them to push their food on their forks or spoons with the fingers. If it proves unruly, a small crust broken from the bread will help.

To sum up the training of children in good manners, the fundamentals are obedience, respect for older people, consideration for others and unselfishness. These will never become the foundations of your children's behavior unless they see them strictly adhered to by the older members of society as well as expected of the younger ones.

CHAPTER VIII

Mourning

It would seem that after living an entire life bounded on all sides by convention, that when one's time comes to leave the world, customs and rules might be done away with, and as a matter of fact there are really only two absolutely natural things an individual does in his life-time, coming into the world and going out. No matter what unnatural or conventional surroundings attend these events, the accomplishment of them is nature itself. But as we have seen, the families and friends connected with us at the time of the first event must follow certain forms of etiquette in regard to it—so at the end those left behind us continue to observe certain customs regarded by the world as correctly dignifying their grief,—tho of course no rules can possibly regulate grief itself, still with the true consideration attendant upon the bearing of well-bred people, they strive to relieve the public from the distressing sight of uncontrolled sorrow, by going through certain conventional forms which entitle them to respect, and in themselves form a shield with which to protect their sad hearts.

Ostentatious mourning is the acme of bad taste, but there are certain things which must be done in regard to funerals and mourning, and are a part of one's duty toward the general public.

When death occurs the nurse in the sick room, or other attendant, sees that the curtains are drawn down all over the house, thus notifying the world that sorrow is within, and protects the family from noisy bell-calls. During a long illness there is usually a nurse who has proven her sympathy by her devoted service, and she will gladly attend to the last details before the funeral, which would prove to be such difficult tasks for members of the bereaved family. If there is no nurse or for some reason she must leave at once, a dear and intimate friend is called upon—one who

may be counted upon for sympathetic interest and who has executive ability to take charge of the disorganized home. Telephone or telegraph messages must be sent at once to the immediate members of the family, the clergyman and sexton of the church to which they belong and perhaps a close friend or two who can be counted upon for sympathy and competence,—there are so many things to be done for the family as well as arrangements for the funeral. If the sexton is not an undertaker, some local establishment should be notified; the doctor will undoubtedly be able to give the name of one. At the time of the death of a loved one, details of expense are the last things the family should be bothered with, so that it would be well for some level-headed friend to make the arrangements for the funeral with the undertaker. He or she would know the normal tastes and pocket-book of the family and could make a choice of caskets and curtail the expenses of the funeral very materially, for sad to say in many cases, such is human frailty—undertakers have taken advantage of the prostrated husband or wife, to run up expenses in an absurd and disgusting manner. The family under the first shock of death should not be coerced, but their minds should be kept occupied and their wishes consulted as to arrangements, friends to be notified, etc. They should be given little time to brood. The kindly friend or nurse must see to it that they eat and if they have no appetite for the regular meals, a cup of tea, coffee, bouillon or milk if they like it hot, brought at intervals will relax the nerves and keep up strength. Servants at this time nearly always rise to the emergency, sorrow always brings sympathy and offers of assistance from all—and the people in one's service usually stand by and help in every possible way, although the work is harder, and irregular, with many people coming and going and meals at odd hours.

DUTIES OF THE UNDERTAKER

The undertaker sends the notices to the papers announcing the death and the time and place of the funeral. The form may be selected by a member of the family from the various ones appearing in the morning paper. The under-

aker pays for them and enters them on his bill. If the otice reads "funeral private" and no name and date, no ne but the intimate friends are expected and they make nquiries at the house as to when and where it is to be. The undertaker hangs the crepe on the bell, white for a hild, black and white for a young person, and black for ne older. The family sometimes orders a florist to hang a unch of flowers on the bell. White ones for a child, white lowers on a black ribbon, or purple ones on a black ribbon or an older person.

THE CHOOSING OF MOURNING

Any friend who is intimate with the family surely has ome idea of their taste in clothes and can help make a few elections for them. It is best to look over the wardrobes o see if there is not some black dress which can be utilized —and she may make a list of the things most necessary or the time being. One way of keeping expenses down is o have dresses, coats or suits dyed black. It can be done vithout ripping up the clothes and most dyeing establishnents will dye mourning clothes in twenty-four hours. All ress-making establishments will do the same thing. While he mourning departments of all big stores will send up selection on approval so that the family may try them n in the privacy of their own homes. Men can always buy ready made black suit at a clothiers.

PALL-BEARERS

The sexton provides men who are trained to carry the asket and who are the actual pall-bearers, but friends of ne deceased are invited to be what are called honorary all-bearers and who precede the casket up the aisle walking wo by two. When a prominent man dies, he may have welve or more pall-bearers, and they are chosen from his usiness or political associates as well as from his intimate riends. But for a private individual, there are usually from ix to eight invited to act in this capacity. Near relatives hould not be chosen as their place is with the family.

THE CHOOSING OF MOURNING (Continued)

While many people do not believe in deep mourning when the sad moment arrives there are few who dispense with it entirely and although anything savoring of fashion in mourning is in bad taste, still the wearing of black is a protection in itself and announces at once to the world that the wearer should be accorded extra consideration from all whom he or she meets.

Convention has decreed that there are certain materials which are considered mourning, others that are not. All dull finish silk materials, such as chiffon, crepe de chine, peau de soie, lustreless taffeta, grosgrain, etc., and any plain black woolen material is suitable for deep mourning. Uncut velvet is also permissible, but not cut velvet. No lace or satin. Pure white may be used for deep mourning, but adding any trace of black makes this second mourning.

Patent leather or satin shoes may not be worn, and jewelry or shiny jet ornaments are not mourning. Second mourning may be any combination of black and white, gray or mauve.

These rulings may sound too much like fashion dictating a manifestation of sorrow, but if one dresses in mourning at all it should be in the proper way, though people are more and more freeing themselves from the old arbitrary conventions of mourning—the period is being gradually lessened and normal life is resumed much sooner in these days than it was twenty-five or thirty years ago.

A widow may wear a crepe veil for two years, black the third year and second mourning the fourth, but it is quite correct to cut this down to six months of deep mourning and six of second mourning. A widow's cap is distinguished from all other mourning caps by a little white ruche close to the face.

A mother wears second mourning for six months, but when there are younger children in the family, she discards the somber black quickly, because of its depressing effect. Daughters and sisters wear deep mourning for a year, but never wear veils. Little children should never be put in mourning, but may wear white if it is desired

Men wear a black band on their hat or left coat sleeve, plain white linen and black ties and socks.

DIVERSIONS OR ENTERTAINMENTS

When a woman has lost a close relative, she pays no calls for six months. After that she may go to see her intimates but not on their days at home. She may also go to concerts, matinees, etc., in a quiet way. After a year has passed, she may attend informal dinners or the theater in the evening—but should not appear at any elaborate entertainments until she has discarded her mourning.

A widower should not appear at a ball or in a box at the opera for a year, a son for six months, and a brother for three at least.

CHURCH FUNERALS

Church funerals make it harder for the bereaved family as they are obliged to leave the privacy of their homes, but many find comfort in the added air of religious comfort, they find in their church home.

Before the ceremony is to take place, one or two friends of the family go to the church to arrange the flowers sent—it may be necessary to call in a florist to assist as the heavy wreaths, etc., are sometimes more than they can manage.

Some one should be detailed to take charge listing the flowers as they come and collect all cards and notes sent. This simplifies the task when the time for acknowledging them comes. A good idea in listing the flowers, is to write a short description of them on the envelope or card accompanying them so that an appreciative mention can be made to each individual.

As the hour approaches for the funeral, the organ is played softly and the friends fill the church leaving the first few pews on either side of the middle aisle empty. If the choir is used they enter from the rear of the church preceded by the minister. After them come the pall-bearers, then the coffin, and lastly the family. The chief mourner on the arm of her closest male relative; in the case of a man, he is attended by his oldest son or his mother—the remainder

of the family following usually two by two according to the family. At the chancel the choir takes its place, the minister stands in front of the steps, the honorary pall-bearers take their places in the front pews on the left and the family occupies the pews on the right. At the end of the service the procession moves out in the same order—the choir remains and the honorary pall-bearers go first. In transporting the flowers from the church to the grave, have them put in a closed vehicle and avoid attracting the attention which is the result of vulgar display.

Unless the burial ground is within short walking distance of the church, none but intimate friends who have been asked if they "care to go"—go to the interment, and the long funeral cortege of many carriages is a thing of the past.

THE FUNERAL AT HOME

This is preferred by many as it is so much more simple and private. It seems a fitting thing to many that the home that has sheltered one should be the scene of the last farewell. The family stays in a room apart where they can hear the service in seclusion. Ladies do not remove their wraps, and gentlemen either wear their overcoats or carry them, and of course bare their heads. At a small house funeral there is very often a notice included in the announcement "Please omit flowers," because the heavy scent in close quarters of so many different blooms will make the air overpowering. The minister should have a room given him to change his vestments.

If a funeral is held in the country where the friends must be met at the train by motors or carriages, these must be provided by the family. Although the funeral hour is announced as taking place directly after the arrival of a certain train, friends attending are supposed to pay their own fares. Where a meal is required, coffee, tea and sandwiches are served in the dining room.

THE RETURN FROM THE GRAVE

When the stricken family return from the grave the house is well aired, rearranged in the usual order, windows open or fires burning as the case may be, and all outward trace

emoved of the unhappy event. Some food should be pre-ared and handed them, it will help to start digestion and rculation, which are always interrupted by great grief. or all this to be possible and some cheer given the sor-owing ones, an intimate friend or relative or trusted serv-nt should stay at the house during the interment to attend o these matters, so that the return will be made a little ss hard by the forethought of some considerate person.

MESSAGES OF SYMPATHY AND ANSWERS

On the death of a friend or well-liked acquaintance one hould at once send to the bereaved family some message f sympathy

To an intimate or relative, either a call of inquiry or a ersonal note must be written.

To one less intimate, one's visiting card with the words Sincere sympathy" written upon it, is sufficient. A mar-ied woman should enclose one of her husband's cards also.

Answers to notes of sympathy and to floral remembrances hould be sent just as soon as one possibly can. One should rite a personal note and in the case of flowers, special nention can be made of the arrangement if one has had ne list made properly.

Answers to cards may be answered by cards with the ords "Thank you for your kind sympathy" written upon nem.

On the death of a person of great importance, where ne messages of sympathy, many of them impersonal, mount o the thousands—an engraved card of thanks is made and s worded—

Mrs. John Quincy Jones
wishes gratefully to acknowledge
your kind expression of sympathy.

r:

Bishop and Mrs. Goldthwaite
wish to express their appreciation of
.....'s
sympathy in their recent bereavement.

Mourning stationery can be obtained from a reliable firm

and advice given as to the proper size, width of black band and engraving.

The matter of greatest importance is the prompt answering of all inquiries. One should put aside one's own grief to give time for proper appreciation of the kind thoughts received from others in our time of trouble. Again emphasizing the need of etiquette whose fundamental reason for existing is the consideration of others.

CHAPTER IX

COUNTRY ENTERTAINING

THE crowded conditions of our cities, inadequate housing facilities, and the encroachment of business houses in the more select residential sections, have caused a tremendous return to country and suburban life. To the unfortunates who cannot arrange to live outside the bustling, noisy cities an invitation for the week-end, or perhaps longer, at the charming, hospitable house of some friend situated in one of the numerous country communities near enough town to be available, or maybe farther away in the real country, comes as a veritable holiday and the numerous games and sports possible make a diversion for the city dwellers that rests their nerves and helps them to take up the routine of office work with a fresh zest. Country house parties usually take place over the week end or over some holiday and are not at all confined to the spring and summer season. So many people stay out of town until after Christmas and the fall and winter gatherings are enhanced by the bracing weather and winter sports. The first thing a hostess should do in making out her lists, is to group people for each visit who will be congenial to one another—nothing could be more disastrous than to gather together a crowd who are at variance with one another. In her invitation, the hostess is particular to suggest a train which will bring the guests to the house at the most desirable time and she should also mention the arrangements for meeting them and bringing them to the house. A cordial, informal little note should be the form of the invitation, sent well in advance of the time, so that an answer may be sent. If it be a regret the hostess will have time to fill the place with some other guest. Note paper with the country house name and address engraved at the top makes a very attractive announcement at the first glance of what news the note contains. For instance, what a pic-

ture the following note with its heading gives to the recipient:

Hill-Top
Belletown-by-the-sea
New Jersey

DEAR MRS. CROSBY:

Will you and Mr. Crosby come down to us for the week-end including Labor Day. I am gathering a few congenial friends and hope you have no other engagement. The best train to take leaves town at three-thirty and either my husband or Tom will meet you at the station Friday. Bring your golf clubs, tennis racquets and bathing suits. We want very much to see you.

Very cordially,
EDNA RICHARDS.

The response must be prompt, whether one accepts or regrets. If an acceptance is sent, word it in the first person, just as cordial as the invitation expressing your delight and making it quite clear what train you are taking. If it is not possible to take the one the hostess has suggested, ask permission to come at another time, stating the reason, or if one cannot accept make fitting regrets, always stating why it is impossible to accept.

The size of the house to which you are invited and also the income of the host make of course a difference in the style of entertainment, but the etiquette remains the same. If the hostess does not meet her guests at the station, she should be at the house when they arrive at the appointed time. Nothing is more forlorn than for comparative strangers to arrive and find an empty house. If it has been impossible for a guest to arrive at the appointed time, and entertainment planned for the rest of the party makes it impossible for the host or hostess to be at home, a note should be left or message with a servant, with instructions to take the tardy guest to the scene of activities.

If the house is large with many bedrooms and adjoining baths, it is an easy matter to make everyone comfortable. The bathrooms are usually arranged to accommodate two

guests. In planning a party of unattached men and women, two ladies would share a bathroom or two men. If the house is small, one tucks in the crowd to the best advantage all around. Everything is informal, but no two strangers should be asked to sleep together, but if it is necessary for two people to occupy the same room, they may be asked if they object to sharing the same room if there are single beds. If there are only one or two servants or none at all, guests do all they can to help out. The luxury of the great houses may be missing, but much gay fun will be enjoyed if everyone is helpful, enthusiastic and considerate of others. No matter what the size of the house, the host or hostess must be in the hall to greet the guests as they arrive. An inquiry is made as to whether they would like to go to their rooms at once. In the large houses, a servant is present to show them up and carry the luggage. They unstrap the trunks and wait to unpack them if desired. The guests freshen themselves and join the hostess as soon as possible. Ladies do not make their first appearance without their hats. The hostess arises and cordially greets them making a place for the newly arrived ones near her. This is one of the occasions when everyone is introduced, and the newcomers are served with tea at once, if it is the tea hour, which seems to be the most popular hour of arrival. After tea, people sit around and chat or possibly make up a bridge game. An hour before dinner the hostess rises and asks her guests how long it will take them to dress, and tells them the dinner hour. If any of them require less time than she, it is permissible for her to go to her room. She must be sure they all know the location of their own before she leaves.

THE GUEST ROOM

The guest room should be finished to fill the wants of a short stay as comfortably as possible. There should be a good night light by the bed, strong enough to read by; there should be a desk with the house stationery upon it, matches and ash receivers should be placed about. A scrap basket is necessary. The bed should be comfortable with plenty of pillows and covers. Books and magazines that are really

readable should be selected. The lights by the dressing table must be placed so that one can really see to do one's hair. There should be fresh pins in the cushion, fresh pens in the holders, a clean blotter, a calendar, and a clock which has been wound and set. In the closets should be plenty of coat hangers. In the bathroom plenty of towels, fresh soap and a clean glass; and at night a thermos pitcher or covered pitcher of fresh water and a glass should be placed on a stand by the bed. The servants are instructed to turn down the bed-clothes. This means taking off and folding up the counterpanes—turning back a three cornered fold of the bed-clothes—placing the coverlet at the foot of the bed and laying the guest's night gown or pajamas neatly folded upon the bed just below the pillows.

THE PROPER WARDROBE FOR A WEEK-END VISIT

There can be no hard and fast rules given for such a wardrobe. Suffice it to say the less luggage one carries the more comfortable and welcome a guest one becomes. A tiny trunk, suit-case and hat-box ought to be enough and facilitates the problem of handling at the end of the journey. Of course, sport clothes and evening clothes are the most essential, but an extra light and elaborate afternoon dress or two, are almost always needed, especially if one has neglected to bring them. A sport hat and another more elegant should be taken, and shoes and hosiery required by your costumes—underwear, a negligee and all necessary small articles needed for your toilette. Men should always carry their evening clothes and sport clothes, as well as the business suit they travel in, also white flannels for summer wear and a dressing gown.

DUTIES AND CUSTOMS OF HOSTS AND GUESTS

It is the duty of each guest to inquire into and conform with the customs of the house. It is the custom of considerate hostesses to allow the guest his choice of breakfast downstairs or in his room. But if the rule of the house is "Everyone at the table," it is the duty of each guest to appear for breakfast on time, no matter how hard it may be to do so. It is the duty of the hostess to have the servants

nstructed as to the arrangement of a perfect breakfast ray—it must be arranged daintily and the food must be hot. t should contain fruit, rolls or toast, coffee, sugar, cream, utter, pepper and salt. Eggs or cereal should be brought ater if desired. A guest pays for all long distance calls and elegrams sent, and provides his own stamps. Pays for any aundry sent out, or if done at the house at the suggestion f the hostess, tips the laundress. A guest must ask the ostess permission before asking people outside the party to all, nor accepts invitations in which the hostess is not included, except perhaps a short motor ride or stroll.

Evening clothes should be worn at dinner.

Guests should not occupy themselves with their own ffairs, for instance, burying themselves in a book or catchng up with neglected correspondence, while on a visit, to he exclusion of the other guests and interfering with the lans made. Each one should exert himself to be as charmng and entertaining as possible. On the other hand, the uest who is at his hostess' heels every minute is counted pest.

Hostesses should provide ample diversions for their guests, ut they too must realize that much real pleasure and rest rom a visit is lost when the days are overcrowded with hings to do and the average person enjoys the opportunity o explore the new surroundings unhampered by having each noment planned out.

THE TIME OF DEPARTURE

It is an unwise thing to overstay an invitation even when he hostess adds her most hospitable entreaties. Far better o have your going regretted than your staying. Arrangements should be made by guests to leave in the morning f the day mentioned in the invitation as the terminus of he visit. No matter how short a stay, a note of thanks nust be written, as soon as possible after one's arrival at ome. The note cannot be too cordial and plans for a return isit or some entertainment for the charming hosts should egin to formulate in the mind of the grateful guest.

CHAPTER X

ETIQUETTE OF CLUBS

As the original intent in forming a club was to have some meeting place for congenial spirits to gather, in choosing a club, or in a club's drive for membership, the desirability of the club or the prospective member is the first consideration. If one wishes to join a certain club, one may mention it to a friend who is a member, but never to a mere acquaintance, as one's sponsor in a club is, in a measure, responsible for one. If some one should request you to be a sponsor for him at your club, whom you do not consider a proper member, the utmost tact must be used in making your excuses, so that an enemy for yourself and the club is not made. You may say that at present the club membership is filled, or that you have just asked to have several friends admitted. The most agreeable way to have one's name "put up" for membership in a club where one's intimates belong, is to have some friend, who is a member, ask you if you would care to join, then he proposes your name and has some other friend second it, but if this is not done, it is perfectly proper to ask your friend if he minds putting your name up, and you will ask a mutual friend to second it. But it must be remembered that a gentleman has no right to ask anyone who is not an intimate to propose or second him as it is very unpleasant to have to refuse and always occasions considerable effort and sometimes annoyance to comply with the request.

DIFFERENT TYPES OF CLUBS—REGULATIONS FOR ENTRANCE

The exclusive town clubs are of course the most difficult ones to join and their waiting lists are longer than the more informal country clubs, with the exception of some of the older clubs formed by certain smart out of town communities. The restrictions of membership and procedure for en-

rance for these clubs is the same as those clubs in town whose list of members contain the same names.

For instance, you ask your friend to propose your name nd get another friend to second you. Your friend writes our name in the book kept for this purpose—

Andrews, Arthur.
Proposer—Sawyer Adams
Seconder—John Dodd.

Nothing more is done until the name is posted. In other words, it is put on the bulletin board in the club house. Then it is the duty of your friends to each write a letter ndorsing you, to the board of governors to be read by them t the next meeting at which your name comes for election.

Letters of endorsement from your friends should contain s well as personal expressions of commendation, any information which will help to identify you in a business and ocial way. For instance—

Board of Governors,
Town and Country Club.

DEAR SIRS:

It gives me great pleasure to propose for membership in the Town and Country Club my friend Mr. Arthur Andrews of this city. I have known Mr. Andrews for many years and consider him eligible in every way for membership.

He is a graduate of Princeton, Class 1912—played on the football team, served in the 91st Division overseas, as Captain, and is at present a member of the firm of Smith, Gray & Co.

Very truly yours,

SAWYER ADAMS.

Five or six other friends who are members of the club hould be asked to write letters endorsing you and you annot come up for membership unless you know some of he governors personally who can vouch for you at the lection. As it is sometimes rather difficult for business nen to take time to arrange a meeting at the office, it is erhaps a more comfortable arrangement for your friend to

invite several of the board of governors to lunch and present you to them. The prominent Women's Clubs have a better custom—they appoint an hour, several afternoons before the elections, when they meet the proposed candidates in the visitor's rooms.

While there are some instances where the candidate is not desirable nor popular, and the proposal may be turned down, as a rule such care has been taken in the first place that events run smoothly and the election is made at a meeting of the board of governors. A notice is mailed to the new member telling him of his election and the amount of his initiation fee and dues. He mails his check at once and is then free to use the club.

Nearly all country clubs are much more lenient and people are often granted what are called "season privileges" if they are to be in the community temporarily. With the exception of a few very exclusive clubs, there are hundreds of clubs throughout the country whose requirements are very simple—merely to have two members vouch for the candidate's good behavior and business integrity.

Many of the town clubs have an Annex where gentlemen and ladies are admitted, but the representative men's clubs exclude ladies from entering the main club building except on occasion of special receptions.

WOMEN'S CLUBS

There is no difference in the management of women's clubs and men's—save, that contrary to the expectations of sceptical fathers and brothers, the representative women's clubs throughout the country are being run perfectly and indeed have made some innovations and established attractions which have been adopted by the men's clubs themselves. While there are uncounted small clubs for women the larger and more important ones are housed in immense buildings, furnished with a comfort and luxury and managed in a competent manner, which has proved the executive ability of women to manage what is merely housekeeping on a large scale.

CLUB MANNERS

One should be more than particular to behave in a considerate and unobtrusive manner in one's club. People use club as a means of rest and recreation. Loud unmannerly people prove a great source of annoyance to everyone else. It goes without saying that in those rooms of a club designed for reading or writing, no conversation may be indulged in. When two people are sitting chatting by themselves, one should never join them unless one is an intimate, then do not sit down with them unless invited, make your greeting brief and move away. Being a club member does not give the privilege of speaking to strangers. A new member who does not find anyone in the club whom he knows, occupies himself with his own affairs—reads, writes or just "sits," behaving as though he were alone in a hotel.

It is courteous and hospitable in any member of the board of governors to go up to a new member and be agreeable, possibly introduce him to other members if they are nearby and not occupied, but on no account should the new member make the advance. The manners of a perfect clubman are those of a perfect gentleman and differ in no way from his manners at home, on the street, or in his friends' homes. Heels on the tables, or feet in the chairs is not countenanced—ashes should be put in ash receivers—books replaced on shelves and magazines carefully used. One's appearance should be immaculate and all evidences of grime from the golf course, courts, etc., should be removed in the locker-room, before entering the main part of the club building.

Club members should be scrupulous about showing irritability, and unselfish about occupying the most desirable spots constantly to the exclusion of everyone else. One should make it a point to be courteous to a new member or any guest of a member, should scrupulously observe all club rules, and pay one's debts promptly.

VISITORS' CARDS

In all clubs members are allowed to "introduce" strangers living at least fifty miles away, for a period of time which

varies according to the club by-laws, and many clubs allow each member so many visitors a year. In city clubs no visitor can be introduced more than once in a year by a member; in country clubs visitors may be brought in unlimited numbers.

When it is possible the member introducing the stranger takes him to the club personally—writes his name in the visitor's book and introduces him to those who may be nearby, and often asks other members whom he knows well to "look out" for his guest. If the member cannot go with him, he applies for a card of introduction stating the length of time and the place of residence of the guest and his address while in town.

The visitor must acknowledge the receipt of the card to his friend. He then has all the privileges of the club house, excepting he cannot introduce others and he cannot give a lunch or dinner in the private dining room. It is not correct for him to ask members to lunch or dine with him in the club, but rather at some hotel or restaurant. In no sense of the word is the member who sends the card regarded as a "host." All charges made by the visitor are sent to the member unless the stranger makes arrangements at the desk to have them sent to him direct. Therefore the visitor must call for his account before leaving and settle at once. A stranger in a club must remember that he has no rights, but must show by his appreciative and punctilious behavior that he is grateful for the privilege given him.

CHAPTER XI

FAIR PLAY

Chief among the pleasures of a club are the games and ports played with congenial spirits, and the establishing of ountry clubs in all sections of the country has been a won- erful thing for the health, and a relaxation to the nerves f the people who belong to them. There is nothing that an equal the outdoors for the tired business man, or the ored society woman, and the addition of the various games f friendly competition give a zest to health-building, where ierely walking, or sitting in the open air, would become ery boresome to naturally active men and women.

But here again we find our old friend Etiquette entering nto the games with as much authority as ever he sat down o a formal dinner, or was present at the most brilliant ball. Vithout him on the golf links, tennis courts, or at the card able, society would again relapse into the old grab-all con- itions, which existed in the early ages, and the game in- tead of ending in laughter and friendly rivalry, with plans f more to come in the future, would become a riot, with itter feelings, bloodshed and the police predominating.

The great thing to remember is that games and sports ere invented to help us get away from the drastic routine f life, in other words, to help us play.

America as a whole has been obliged to work so hard etting the country started, that we as a people do not now how to play (or to work for that matter), without oing to extremes. Our intensity in all matters is so great n our work that we overdo it, and the same spirit invades ur play time, if we are not careful, and that is where the tiquette of games and sports helps. It obliges us by its ules to pause a bit in our forging ahead toward success,— ot only that, but as soon as we make a business of play, lay loses its beneficial effect.

The games included in most city clubs are card games checkers, chess, dominoes, pool and billiards. Some of th larger clubs as well as all of the athletic clubs, have swimming tank and well equipped gymnasium—each of thes games has its special rules, not only for the game itself but for the good manners of those playing.

No amount of gossip or surmise as to a person's characte will betray him so quickly as his behavior in games an sports. A man who cheats, or to be perhaps a little les blunt, one who takes unfair advantage; one who gets ir ritable and angry over losses, or what is just as bad, jubilan over victories; who takes the attitude that he knows it al and makes himself the uninvited instructor of all within ear shot—that man will practice these same things at some time in his business and home life.

THE BRIDGE TABLE

Bridge at present seems to be the most popular of car games and to have the worst reputation as far as good man ners go. There is no excuse for this and it only goes t prove that people are at their best, or worst, when playin cards.

No one cares to have a poor partner and a poor playe should never consent to play with people whom he know consider themselves excellent players. On the other hand more times than one, I have seen players forced into game because of a shortage of partners, who said frankl that patience would have to be shown them because of the lack of knowledge. They have then, being naturally anxiou to do their best, played a better game than the careless, ove sure expert. As everyone is liable to make mistakes at time the utmost politeness and kindness should be shown for th mistakes of others. The perfect partner is one who appa ently does not see the mistakes made, or if asked for advic gives it in a simple, kindly way showing no bitterness. T be constantly found fault with only makes the timid play worse. At the Bridge table, nothing is so distracting to th player as continuous movement or conversation. It is pe missible to leave the table when one has laid down the "ope hand," but one must go before the play commences and sta

vay until the hand is over. It ought not to be necessary speak of humming, or low whistling, while one is playing, t at the same time I have been subjected to just such an- yances. One should never throw down one's hand with e remark "The rest of the tricks are mine"—many tricks ve been lost and won in just that way. It is best for dividuals to keep their own score, especially where stakes e being played for—but if one person keeps it, he or she ould offer to let any of the others go over the account, the end of the game. If stakes are being played for, each rson should be allowed to say how much he feels he can ay for, and no matter whether Croesus himself is one of e players, he should never exhibit anything but agreeable llingness to play for the smallest stake mentioned. It is urteous when one has made an error in judgment to im- ediately say "I'm sorry, partner,"—and this remark should received with the utmost graciousness, remembering al- ys that the same occasion may arise for us in a very ort time. Do not sulk over unlucky plays and do not keep a constant complaint over poor cards. Do not try to play lone game, remember your partner is holding thirteen rds, any one of which may be useful to you, no matter w good your hand is. Never overbid your hand, in an empt to do all the playing. Your partner loses confidence you when this happens again and again, and matters go om bad to worse. The "post mortem" on a hand is the ost useless and irritating habit to acquire, unless you are ally teaching. Do not tap your cards or your fingers on e table—do not bend your cards nor snap them as you play em. In other words, play cards in as unobtrusive and ell-bred a manner as you observe all social customs and ntertainments.

OTHER INDOOR GAMES

Billiards, pool, checkers, chess, poker, dominoes, etc., have eir own rules and there is nothing to add in regard to good nners when playing that has not already been said—to m it all up—be a clean winner, and a cheerful loser.

OUTDOOR GAMES

The country clubs include not only all the indoor gam of the city club, but their attractions are far greater, b cause they have added to them golf, tennis and hand-b courts. Swimming and sometimes that "king of sports, a sport of kings" Polo. The very air itself helps to elimina the irritability manifested in many "overstuffed" city cl rooms,—the sun, the trees, the birds and the breeze rel our tired nerves, and help us play in a more serene a happy frame of mind, than do the steam heat and elect lights of town.

GOLF

Golf like Bridge has a hold on the popular taste, whi has put all other sports in the background. It apparen gives the proper amount of exercise that each person quires and can be played just as easily or strenuously one desires. It can be made a very expensive game, or may be kept a very inexpensive one, now that most lar cities have established their free courses. It can be a m dium for much gambling or can hold the interest of t most jaded taste, if gambling is not indulged in. It, ho ever, is the most deceptive game and nothing can be m elusive than the little white ball as it lies innocently in grass. There is a certain amount of sureness in tennis practised constantly, but in golf none. Weather conditio the state of mind, or physical fitness influence one's gar It is purely a matter of close attention to each stroke a of concentration. Therefore it is an extremely hard str upon one's temper, and in no other game does the loss o affect one's ability so much. Those who take up golf st the rules and even if they might endeavor to evade th others have them always at hand on the backs of the prin score cards, to refute any infringement. Many times, ho ever, people who are idling about the club and who do play themselves, start forth to watch the game. If players are strangers to you, you have no right to foll them, but if a match is going on, an audience or "galle as it is called is permitted. Those watching such matc must be particular to stay well within the bounds and to

thing which can possibly distract the players. Quick ayers, if they find themselves nearing another group which not so rapid, and the rules do not allow "playing through," ıst be most punctilious about driving off, and must allow eir predecessors at least two shots before they drive. It thoughtful and courteous for slower players to motion the followers to "go through." This courtesy must be ceived with cordial thanks. It is unpardonable to speak, nisper or shuffle about when a player is "addressing" a ll.

THE BEARING OF EXPENSES

A young woman playing with a young man provides her n clubs, balls, and pays for her own caddy, unless spe- lly invited to play,—then the young man hires and pays r the caddies.

When one invites guests as a host, one pays for the cad- es, balls and refreshment, but when invited to join a rty or play with others, one bears the individual ex- nses.

TENNIS

Tennis is always popular, but because it is so strenuous, ny people have deserted it in favor of golf. Courtesy tennis is the same courtesy based on consideration of ners, which we find so necessary in all games. A cour- ous tennis player allows himself no irritating mannerisms, eps his temper and plays fair. A hostess inviting a tennis rty to play on her courts supplies the net, balls and cquets if desired, though most people prefer their own. uests should never play on dirt or grass courts in shoes th heels on them, as they make holes in the court, which pends, for its worth, on perfect smoothness. Nor does he y on a concrete walk with heels, because it is extremely ing and even dangerous. The hostess at a tennis party y have a table or tea-cart with cooling drinks and dainty ndwiches near the court, unless she prefers to have tea floors. If the hostess herself plays tennis, she is usually pected to play at least one set, though of course she y not care to do so.

OTHER OUTDOOR SPORTS

The remainder of the outdoor sports, swimming, po motoring, football, depend for their success upon the spi of good will and sportsmanship on the parts of both t players and the onlookers. If one is invited to be a gu to witness or participate in any of them, one's host pr vides the tickets, refreshment or other expenses. In eve of a picnic, or party to attend a football game, it is bo courteous and considerate to offer to take something, provide one's own tickets. On a motor trip to which o has been asked, one must share expenses of meals and p one's own hotel bill—the host provides the means of tra portation—that is quite enough. While watching a footb game or other outdoor sport, do not allow your enthusia to keep you standing when others have seated themselv thus interfering with their view. If such a one is in crowd, a friendly call of "Down in front" should be all t is necessary to recall him to his sense of obligation.

A SUMMING UP

In games and sports, never lose your temper.
Play for the game's sake, not to win.
Do not "play to the gallery."
Do not plead illness in a game you are losing—go on to end, unless you are absolutely unable to.
Never play with an expert at a game where you are a novic if he invites you, take his condescension with pro humility.
A man playing with a woman player should not take vantage of his strength to set a pace beyond a woman'
Always give your opponent the benefit of the doubt, if th is any question of points, be the first one to yield.
Be a cheerful loser, a quiet winner and always give v to appreciation of the prowess and good traits in other

CHAPTER XII

BUSINESS MEN AND WOMEN

It was decided in the last chapter that play should never made a business and likewise the powers that we have cided, that business is business. However, every man or oman engaged in the business world realizes that in no ner walk in life does politeness and an agreeable manner unt so much as there, no matter how high or low his or r position may be.

The advent of women into the field, has been a phase ich has been developing for years, until they have finally ablished themselves among the workers of all kinds, up- ting man's fixed idea that he is the bread winner. The st women who invaded the business world were so plainly t wanted there, that they were many times subjected to told rudeness and indignities from their employers or mpetitors. Treatment that the same men would never we dared to give their male associates, and even now, due their long years of blind adherence to tradition, women we not yet attained the full development on business lines, t they will in the future, and they are still treated with re or less condescension, by the erstwhile "lords of crea- n." But the numbers of her ranks are being increased rapidly, her influence and power are being felt along all es, that man as a whole is beginning to defer to her lity, and to employ the same tactics of business etiquette, he does with men. Fair play in business is the main ential, as it is with games and sports,—and to make the ociation between men and women fair, the sex appeal st be subordinated. It has no place in business and uld never be resorted to in that connection. It cannot denied that the sex appeal will crop out, at times when is least expected or wanted, but for business men or men to make use of it knowingly and deliberately, will more to destroy the hard fought fight of equality of the

sexes, and more odious conditions will result for wome
than existed with either harem, or convent restrictions.
has taken centuries for women to work up to their prese
state of freedom, and no matter what is said for or agair
it, they hold it in their hands a precious jewel, to be wo
with pride by all, not lightly given or thrown away by t
foolish few, so that men may jeer, and other women w
appreciate its value feel ashamed. Men separate their bu
ness and social life absolutely. So must women. Wh
work is over, that part of one's life should be as clos
as the workroom door.

BUSINESS MANNERS

After all business manners are no different from manne
anywhere else, except perhaps they should err a bit on t
side of extra courtesy and politeness, as one is constan
coming in contact with strangers, and one never knows wh
part they may play in future business triumphs and fa
ures. Competition is so keen that one must be on the al
at all times to sense an advantageous opening. Men w
lounge in their offices with their feet on the desk are lour
ing mentally as well. If the head of the concern is th
inactive, it will take no time at all for the office force, a
in turn the prospective customer, to find this out and do lik
wise. No sensible subordinate would try this, but if he d
his place could easily be filled by the hundreds of desiral
applicants. The inattentive business man or woman, t
"grouchy" or bored one, is sure to lose the fine points
a deal if not the entire order. The man with the pock
book, the man who gives the order, must be dealt w
politely and attentively, to secure the order. The peo
one employs to enable one to fill an order must be de
with quite as decently and attentively, so as to insure
telligent work and loyal support. Poise and self-restra
must be cultivated in business, if one does not natura
possess them. Added to the generally agreeable impress
they make upon your customers, they are of inestima
value as a sort of suit of armor. The man who can m
propositions in a suave, polite manner, listen attentively w
few comments and give a tactful non-committal answ

urrounds himself with a wall behind which he can wait ntil he has made up his mind what to do.

The manners of an employer should at all times be cour-ous to his subordinates, even under trying circumstances. e may be as firm as he chooses, but he should be polite. his helps to give him that hearty coöperation, without hich no business is a success.

The manners of an employee perhaps need not be dwelt on, and while he need in no way compromise his indepen-ence or dignity, his "job" largely depends upon his tact nd courtesy. Though let us hope that this is not the sole asis, but rather a genuine interest in the work that is em-oying him, and a desire to see the business prosper, not ly for his own sake, but for that of the others associated ith him.

The woman as an employer has even a more difficult task, t only does she have to be dignified, polite and tactful, t she must have every detail of her business at her ngue's end. She will come in contact with many crude en who will delight in trying to entangle her, merely for e satisfaction of laughing over her mistakes later,—so she ust have a double fund of patience.

And to the woman employed let me say, that dignity d good breeding on her part will win out for her, no atter what disagreeable experiences she may have.

THE SELF-MADE MAN

Probably no one is so unpleasant to meet as the arrogant, asting, self-made man. His course is a short-sighted e; while he may ram his way through apparently unsur-ountable difficulties, he loses the admiration and friendship people by his boorish bragging, who would otherwise ve nothing but good words for his great achievement. It a curious thing that success affects some people in this y, and it seems utterly impossible for them to believe that re is anything which money cannot buy. This calls to nd the story of the self-made man, who was inquiring o the highly unsatisfactory report card of his son at hool. The principal after being stormed with questions ally said—"Sir, your son has no capacity for learning."

"Well, well," shouted the father, "go out and buy him on at once."

To take up that social position, which most peopl who have acquired wealth, seem to desire, it is most nece sary to tone down this blatant manner, and realize that a aims and ambitions are not centered upon money, and tha the very poorest man on earth who is living up to his ideal and who preserves a spirit of kindliness and consideratio toward others, is quite as successful as old Gotrox, wh kicks everyone aside, and sits complacent but lonely upo his money bags.

CLOTHES FOR BUSINESS

Neatness and unobtrusiveness should be the keynotes fo business clothes, and to be neat and unobtrusive does no mean at all that one must be unattractively clothed,—qui the contrary,—nothing can equal the charm of a tailore suit and blouse, if well chosen, or the simple one piece dres These are the clothes adopted by well-bred women eith in business, in town, or in their business about the hous and marketing. The elaborate hair arrangement and cloth only suitable for an afternoon tea or a dinner dance, affecte by some women on business intent is not only in poo taste, but actually interferes with business. Not only do it take a great deal of valuable time to keep the mar floating furbelows and dropping hair pins in place, but is most distracting to a busy employer trying to concentra on the day's program to find his women employes payin only half attention to his orders, while they pin up the unruly locks or re-pleat their flounces. Customers wa grow impatient and leave while salesgirls powder their nose peep into the looking glass and generally preen themselve Needless to say, the quietly dressed, competent and attenti businesswoman will have preference shown her when a high position is open. Men should choose dark, quiet colors f their business clothes. Loud checks and plaids when wo at all, should be kept in their proper environments—the ra track or the golf course. One's linens should be immac late as well as quiet, and though the choice of neckties wide and varied the ones worn in the business hours shou

e unobtrusive as well as becoming. Shoes should be well olished and clothes devoid of spots and dust. To the idle coffer clothes seem a small thing, in the general estimate f a man or woman, but in reality one's appearance is either great asset or a great drawback. This has nothing to do ith beauty which is a gift from the gods—and even the reatest beauty is dimmed by untidy, soiled or tawdry cloth-ng.

CHAPTER XIII

PROPER CLOTHES FOR MEN AND WOMEN

Having started the subject of proper clothes for busines men and women in the last chapter, I will continue in thi enlarging upon it to include the proper clothes for all occa sions. Not only does one's personal appearance affect pleas antly or unpleasantly the people with whom we come i contact in our business life, but they play a most importan part in the general impression we make upon the public a all times. This may seem unfair, but it is true nevertheles Our intimate friends know our true selves, and value u accordingly, and in their affection for us, clothes play n part. But friends cannot be near us all the time to spea a good word, no matter what our appearance may be, an it is by the careless eye of the general public that we ar regarded, most of the time, whose mind is influenced o first sight by the two important externals, dress and be havior. Strictly speaking, behavior can stand alone an dress is dependent upon behavior to back it up, but the worl is too busy or indifferent to pause and inquire into behavio when not accompanied by its auxiliary, dress. At the pres ent time the bulk of responsibility rests upon women fo the choice and variety of clothes—men's clothes are of stan dard cut, style and material. Fashions for men change s little from year to year, that they do not have to worr about changes. But women, varying the rule of natur are the birds of gay plumage, and it is their privilege, o perhaps their unhappy fate, to change their styles from sea son to season, to suit their changing fancies. Fortunatel for women who live to-day, the dictates of fashion are n longer the iron-clad rules that they have been in the day past. In former years dress was ruled by religion, cas or nationality. These distinctions have died out and eve in the most remote corners of the earth, clothes are regu lated by comfort, individuality and taste, or the size of one

urse. Pigtails, bustles, wigs, or the veil of the harem, no onger doom their wearers to discomfort or ridicule, and ntelligence, beauty and comfort in design are open to all. Naturally this freedom takes many a freakish liberty with ood taste, and with the innumerable colors, designs, mate- ials and qualities, women have spread before them such istas of different effects that the wonder is, that their lothes are ever well chosen. To add to the conglomeration, ve have the ingratiating saleswoman, the wily dressmaker nd milliner. It takes a decided mind, a trained eye for eauty and effect, to withstand the expressions of admira- ion and skillful manipulation of the determined shopkeeper, vho displays to your bewildered eye the thousand and one ifferent designs and colors, from which you are supposed o make your choice. Any undue interest on your part, or he slightest suggestion of appreciation which escapes you, bout anything she shows, simply settles the matter for her nd more often for you. To the accompaniment of fulsome attery, you walk out of the store with exactly the wrong hing for your age, coloring or weight. To be well dressed, woman must make allowance for these last considerations nd one more—she must not strive to dress beyond her neans. This is just as bad taste as plaids are for fat peo- le, or decolleté at breakfast. It not only is bad taste, but esults in unhappiness, debt, and the criticisms of your asso- iates. The real secret of being well dressed is to be har- noniously dressed, with all details and accessories in keep- ng. To see a woman turned out in a smart sport suit and rench heeled shoes, open work stockings and a picture hat ompleting the costume, ruins the effect of the suit no mat- er what it cost. An elaborate afternoon costume with soiled hite gloves and down-at-the-heel shoes, is spoiled for the eople one meets, and any incongruity of color, style or ombination of clothes spoils each article, whether each in self is a masterpiece. To-day the thin woman has come nto her own, and clothes are built to suit her lines. Twenty ears ago to be stout was to be stylish and the more ruffles nd flounces to enhance one's pounds, the more desirable it vas. But even now with all curves eliminated as far as ossible, stout women can dress becomingly and conceal

the fact of their avoirdupois, if they will think, compare and use good taste. They above all others must not rely upon the tactful saleswoman as authority. Which reminds me of the remark once, not so tactful but more truthful made to me. I was idly looking at some monstrosity of creation and remarked "Who in the world would buy such a freakish looking thing." With an air of wisdom begotten of much experience she answered, "Oh, for every freakish thing that is made, there is a freak to buy it." Such being the case I feel many times as I go through the different shops, there must be many freaks in the world. Therefore a word to stout women. Run from plaids, checks, ruffles, flounces, waving plumes (which make you look like a ship in full sail) rough woolly materials, velvets, plushes, and bright colors as you should from starchy foods and sweets,—and by the way, the run may take off a pound or two. In the world of shops there are hundreds of soft, clinging, smooth finish materials, long lines, lovely dim colors, and trim, chic hats which will conceal your curves and enhance your charms. There is such a wide latitude in the matter of styles to-day that everyone ought to be able to find the becoming and comfortable ones and stick to them. And now to the thin women, whose day I said it was. Quite true, but they are more subjected to the temptations of freakish clothes than stout ones. More variety of color and material is paraded before their eyes and the utmost discrimination should be used in choosing from the multitudes of designs. Thin as well as stout women should consult their complexion, hair and eyes before choosing the color the dress is to be. No woman with very flushed cheeks, or red hair should attempt red or the deeper pink shades. Cheeks looks more apoplectic and while I have seen women with red hair in red and pink gowns, I have never failed to be sorry they chose these colors, instead of the different and more becoming shades of greens, lavendars, browns, yellows or blues. The red and pink dyes seem to take the natural bloom out of red hair leaving it flat and faded.

No extremely thin woman should wear skimpy or very tight fitting dresses—they accentuate their angularity and instead of looking slim and supple, they succeed in looking

ny and gawky. The thin woman, however, can wear with ccess the rough, fuzzy tweeds, floating chiffons and lus- us velvets which are denied her stouter sister.

Stout men and thin men must be quite as careful as to eir selection of clothes, although their field is limited. the matter of socks, neckwear and linen however, the berdasher's window riots with as many colors and designs do the women's shop. Freak suits are also displayed for s delectation, and it is then that the gentleman must curb y barbaric love of display which may be lingering within m, and choose the unobtrusive and suitable, rather than e showy and garish. In the matter of shirts, while many en like and wear shirts with stripes or designs on them, is never wrong, no matter what the occasion, if he sticks plain white, in various cuts and material. His socks and s should blend with his suit and stout men or florid men ould never wear glaring colors or large designs.

JEWELRY

For women jewelry is part of their dress. How much or w little one wears depends upon one's taste and pocket- ok. But no matter what jewelry one wears, it should all tasteful in design and of good workmanship. Time was nen a woman seen wearing artificial jewelry, was not con- lered a gentlewoman; rather wear none at all than bedeck eself with imitations! But to-day there is such a variety really beautiful artificial jewelry in the shops, that if one es good taste and care in picking it out, it gives a nice ishing touch to a charming costume. A mass of jewelry her real or imitation, worn at the same time is in very or taste. Not only that, but if one has a trinket of real rth or beautiful design, its loveliness is completely lost the blaze or jingle of half a dozen more gewgaws. If e wears one's jewelry intelligently, sooner or later one's ends will have seen and enjoyed it all, and it is not neces- ry to wear it at one time, giving the effect of a jeweler's play window, in an effort to dazzle the public. Choose e's jewelry to match or blend with one's clothes, do not ear too much at a time, and after putting it on do not ger it,—nothing is so disagreeable to the onlooker than

the constant twisting of beads, or swinging them aroun one's finger, pinning and unpinning one's brooch, or rattlin one's rings. It is unthinkable that these should be attempt to display one's jewels, but they are nervous habits whic become most annoying.

Jewelry for men is at best a limited affair, limited as t articles and limited as to the stones worn. Brilliant stone such as diamonds, rubies, emeralds and sapphires, unless th latter are *en cabachon* (that is smooth, not cut in facet which give them their brilliancy), should not be worn b men at all. Pearls are permissible for scarf-pins and shirt studs but if a man wears a ring at all, it should be of plai gold in handsome design, or with the darker semi-preciou stones.

PROPER CLOTHES FOR WOMEN ON CERTAIN OCCASIONS

An invitation to a formal dinner calls for the forma dinner gown. It often is the handsomest gown one owns— it is always low-necked and without sleeves, and if trains ar being worn, may have a train; where a ball gown, thoug low-necked and sleeveless has a skirt designed for comfor in dancing.

An informal dinner leaves a wide choice of any low necked or half low-necked dress in one's wardrobe. Hai ornaments if becoming may be worn, but if the prevailin style of hair decoration is unbecoming, one should not adop them merely because it is the fashion. Ladies of fashio do not have their hair arranged in an especial way fo formal occasions,—they wear their hair in the particula way that suits them, and as carefully arrange it for th morning as they do for the evening. The informal dinne gown is worn to the theater, the restaurant, the evenin concert, and the opera, unless it is a special gala night, whe one wears one's very best.

The tea gown is a cross between the wrapper and the ba gown. It has a train and usually flowing sleeves, made o glowing and lustrous materials and slips on easily. Whil it may be used when serving tea, most women usually tak tea in whatever gown they have on,—so the chief use for th

gown is when one is having dinner at home alone with
's family.

For street wear when one is walking or using the street
, the plainer and simpler one's clothes the better. Never
ggerate a style—when skirts are short do not wear them
rter, when long, do not wear them trailing through the
d and dirt. If one is going out in a closed motor, one
wear more "original models," but if it is necessary to
in the cars dressed in elaborate clothes, a long coat or
e should be worn.

Sport clothes may be worn in town, but town clothes
uld not be taken to the country. There is a wealth of
terials and colors to be chosen from in sport clothes,
they must in every way fit the "sport." Nothing is so
uitable and in worse taste than the flimsy, over-elabo-
e, so-called sport clothes, seen so frequently in the movies.
type of clothes, save perhaps the riding habit, should be
re correct, and mistakes in both these and riding clothes
claim one's ignorance more quickly than an unbecoming
wn of any other kind.

Riding clothes should be chosen with the advice of an
pert tailor making a specialty of them, and a consulta-
n with some friend who is familiar with riding and its
uipment. To be at all, riding clothes must be severe and
solutely correct. Shoes and stockings, coats and hats are
matter of the buyer's own choice,—care must be taken
wear what is suitable to the occasion—not wear high
eled slippers with a tweed suit, nor sport hats with garden
rty dresses.

Gloves are always worn on the street; white or light
ades, worn at teas and making formal calls,—darker ones
other times if you choose.

Youth has its privileges, chief among them the wearing
a greater variety of clothes, than is allowed to the older
neration. Older women add so greatly to their charm
en dressed suitably and when they are foolish enough
cling to, or ape the styles of youth, they destroy that
arm and leave only room for derision. It is not necessary
dress like an old lady, before that time arrives, but just
life modifies us, so we should modify our outward appear-

ance, to keep pace with the changes which have taken place in our forms and faces.

PROPER DRESS FOR MEN ON CERTAIN OCCASIONS

The wardrobe of a gentleman with social pretensions should contain the following suits of clothes—

Formal evening dress—this should never be economized on, and must be perfect in fit, cut and material. These call for a first-class tailor. It must be of dull faced black worsted, on no account broadcloth—with the exception of satin facing and collar and wide braid on the trousers, it must have no trimming whatever. With it wear a plain white linen waistcoat—faultlessly clean linen and a plain white lawn tie, arranged so that it stays absolutely in place. Your handkerchief must be white, your gloves at opera or ball—white.

Dress overcoat and hat—the overcoat must be plain black and is worn always over formal evening dress, whether in summer or winter. Your hat must be the plain English silk hat and your muffler plain black. With the formal evening dress you must wear patent leather pumps, shoes or ties, and black silk socks.

The dinner coat—sometimes called "The Tuxedo"—this is even more useful to the man who cannot afford an extensive wardrobe, than the formal evening dress, as it is worn nearly everywhere in the evening, except at large balls, formal dinners, and in a box at the opera. The material should be the same as the evening dress suit and it differs only in three ways—the cut of the coat, which is like a sack suit held in at the waist line by one button, the lapels are satin-faced, and the collar left in cloth, and if braid is used on the trousers at all, it is narrow. Fancy ties are bad form, choose a plain black one, a white waistcoat if one can afford the laundry it entails, otherwise a plain black one. A straw hat or plain felt one may be worn with the Tuxedo otherwise the accessories are the same as those for formal evening dress.

Formal afternoon dress consists of black cutaway coat with white piqué or black cloth waistcoat and gray and

ack striped trousers. The coat may be bound with braid, nt is better plain.

The more formal afternoon dress is especially for elder en and has satin faced lapels. A silk hat accompanies it nd either a black bow tie, or black and white four-in-hand. hoes may either be of patent leather or black calf-skin, with without spats.

The business suit is the usual three-piece sack, and its martness depends entirely upon its cut and material—in the st chapter the advice upon business clothes was given and an only be repeated. They should be inconspicuous and use-ul. Gentlemen always dress in a conservative manner and void the eccentricities perpetrated upon the public by cheap ailors and flashy advertisements of "ready-to-wear" clothes.

CHAPTER XIV

LETTER WRITING

THE voluminous and flowery correspondence indulged in a few decades ago has been dwindling year by year as other lines of communication have been perfected. Customs of the day, modes of life in far distant lands and important new items are brought to our door each morning through the newspapers, the magazines, telephones, telegrams and airplane; so the necessity of describing at length by letter writing, the various daily occurrences, has been so much reduced that corresponding with one's friends takes up far less of our time than formerly. Still certain letters must be written and these may be summed up in the following classes,—the business letter, the social letter and the personal letter. Each has its approved form of address and conclusion. If the writer possesses charm, originality and tact, each form of letter may be made distinctive and radiate the personality of the one who wrote it. But each class should adhere to its own form of address and conclusion, should be written clearly, spelled correctly and upon paper suitable to the message it conveys. As with everything else, letter paper can be purchased which is ornate, freakish and in bad taste. But, as with everything else, it proclaims its sender as lacking in good taste and the knowledge of what is done by well-bred people. A bit of advice in the matter of choosing all personal belongings is—"Err on the side of simplicity." Garish colors, startling shapes and ornate stamping of paper should be avoided. One never goes wrong in choosing white paper—standard shapes, and in the matter of stamping one's monogram, the least obtrusive lettering is best. While some old families in America, brought with them from the mother country, and always retained, the family crest, which is quite proper, the height of absurdity and advertisement of ignorance shows itself, when old Gotrox and his family display upon their stationery

arriages and silver, an elaborate coat-of-arms, obligingly ssembled for them by some well-paid stationer. The most ignified and sensible embellishment for one's letter paper nd much in favor at present, is the name and address in lain letters at the head of the sheet—for greater convenence the telephone number is sometimes added—or in place f the personal name, the name of the house or place where ne lives in the country is given, as—

Graystone
Ardmore, Pennsylvania.

'his paper is suitable for all members of the family to use nd leaves the reader in no doubt as to one's address.

THE BUSINESS LETTER

The first essential for the business letter is to state that usiness in a brief and concise form, but covering all that s necessary. It should be short but courteous, clear but ever effusive.

The heading includes the name and address of the person or firm to whom you are writing as well as the actual form of salutation, as—

May 1st, 1920.

DELANCY AND JONES,
330 Madison Avenue,
New York City, N. Y.
GENTLEMEN: (or Dear Sirs, or My dear Sirs).

May 3rd, 1919.

MRS. THOMAS RATHBUN,
Treasurer of the Associated Charities,
20 Beacon Street,
Boston, Mass.
DEAR MRS. RATHBUN: (or Dear Madam, or My dear Madam):

The conclusion should be "Yours truly," or "Very truly yours," and is signed by the name of your firm, with the name of the writer beneath. If the letter is from an individual he signs his full name. If a woman is signing, she

signs her full name; if she is married she adds her married name in parenthesis, at the left, below the first signature, as—

Very truly yours,
M. L. GRAY

(Mrs. James B. Gray)

Except when it is the first word of the salutation, "dear" should not have a capital letter.

The address is repeated upon the envelope and care taken to make it readable; the stamp in the upper right hand corner. This helps the postmaster in his arduous work and insures a safe delivery for the letter.

THE SOCIAL LETTER

The social letter should not be difficult to write and as it has as specific a message as the business note, it can be as brief as one chooses, though of course more social amenity and graciousness is embodied in its content.

One does not put the address of the person to whom the note is sent at the heading of a social note—merely the date at the upper right-hand and the salutation below on the left hand of the page. A more or less formal, but complimentary closing, and one's name written in full. The date and address may be added below, at the left, but never sign a social note with the prefix, Mr., Mrs. or Miss—one's full name is sufficient. Social letters include letters of thanks, of congratulation, condolence, notes of apology and informal invitations. Their form of address is "My dear" to people with whom one is not intimate, and the less formal "Dear" to one's close friends. The order of addressing letters from the most formal to the most intimate is (1) Sir; (2) My dear Sir; (3) Dear Sir; (4) My dear Mr. Jones; (5) Dear Mr. Jones; (6) My dear Jones; (7) Dear Jones; (8) My dear John; (9) Dear John. The proper endings to notes from the most formal to the most intimate are as follows: (1) I remain, Sir (or Madam), Yours very truly; (2) Yours very truly; (3) Yours truly; (4) Yours sincerely; (5) Sincerely; (6) Yours affectionately; (7) Affectionately; (8) Lovingly; etc.

THE PERSONAL LETTER

No set form can be given for heading or closing a personal letter—it is a matter of intimacy between one's friend and one's self—but something may be said about topics which should or should not be touched upon and one or two personal habits which may be avoided. We are always delighted to receive from our friends chatty, bright letters, full of their doings and the doings of other mutual friends, but too much cannot be said against the habit of retailing scandal and matters of intimate detail in one's letters. The written word, with or without a signature (in these days of handwriting experts) is evidence and in the distressing newspaper accounts of divorce cases, which burst upon the public from time to time, multitudes of letters which should never have been written, make us shudder with distaste, and are conclusive evidence at the trial. People who write these letters do so for one person to read, but they forget that mails are tampered with, the recipients are careless, or too sentimental to destroy them, and then they lurk, at worst like serpents ready to sting; at best, forgotten keepsakes for critical eyes to read and unsympathetic hands to destroy.

Do not start in at once with the egotistical "I" and keep it in the foreground during the entire letter. Do not fill one's letter with woe and foreboding, the efficient telegram will notify near friends of serious illness, and to make one's minor illnesses and hard luck the subject of constant correspondence, is very depressing, more so because distance magnifies the gravity of the news and alarms those good friends unnecessarily.

Letters should bring to the reader a sense of having had a friendly, cheery chat with the writer,—nothing is easier than to start with some warm expression of affection after the salutation such as—

"Your letter last week was so welcome"

or

"We all hailed your letter with joy," etc.

and in closing give the impression of cheerful leave-taking for a short time, as—

"The family want me to go driving with them, so I'll say goodbye for the present"

or

"Mary Watkins has just dropped in to see me, she sends her love, in which you know I join," etc.

The note of chronic apology over one's neglecting to write, over one's home and entertainment, over one's clothes and appearance, or one's general condition of life is both boresome and in bad taste.

Nothing is quite so discouraging to the busy person who has little time for letter writing, as the too-prompt answer. Letters should be answered in a reasonable time, but the instant response, except to an invitation or to an especially important question, gives the recipient a constant feeling of obligation. Better far, one good letter a year, than the constant flow of meaningless correspondence, written merely to get one's letters "written up."

Never typewrite a social note. Use as few postscripts and underscorings as possible and don't write across a page already written upon. Have your paper and envelopes match and do not try to give an impression of knowledge by using many quotations either in English or foreign languages. Write clearly, spell correctly and express yourself as you would in talking. This makes an agreeable letter to read and gives originality of thought which makes the composition wholly yours, and as such is prized by your friends.

ADDRESSING PERSONS WITH TITLES

A formal letter to the President or the Vice President should be addressed with their titles, as—

THE PRESIDENT (or VICE PRESIDENT,)
Washington, D. C.
Sir:

The form of conclusion would be—

"I have the honor to remain
Most respectfully yours."

An informal letter would be addressed—

"My dear Mr. President"

nd concluded—

"I have the honor to remain
Yours faithfully."

A formal letter to Justices of the Supreme Court, mem-ers of the Cabinet, Senators and members of Congress would be addressed with their titles and names followed y the word Sir, as—

"The Hon. William H. Taft,
Chief Justice of the Supreme Court
Washington, D. C.,
Sir:"

he closing—

"I have the honor to remain
Yours very truly."

An informal note would start—

"Dear Mr. Justice Taft"

he close—

"Believe me
Yours faithfully."

'A' governor is addressed formally "His Excellency, the Governor," although officially this is only true of the gover-nors of Massachusetts and Virginia.

A mayor is addressed formally "His Honor the Mayor," nformally as "Dear Mayor" or "Dear Mr. Mayor" so and so.

The formal closing would be "Yours faithfully."

Cardinals are formally addressed "His Eminence" then the name. Informally as "Your Eminence" without the name.

The close would be "Your Ēminence's humble servant," or "Respectfully yours."

An arch-bishop is addressed "Most Reverend and dear Sir"—the close, the same as above.

Bishops of any denomination are addressed the same as the arch-bishop.

Priests, Protestant clergymen and Rabbis are addressed "My dear Sir," or "Dear Sir." The close, either "Faithfully yours," or "Sincerely yours."

Ambassadors are addressed formally as "Your Excellency." Informally—"Dear Mr. Ambassador." The close is "Yours faithfully."

Consuls are addressed "Sir" or "My dear Sir." Informally—"Dear Mr. So and So." The close may be either "I beg to remain, Yours very truly," or "Yours faithfully."

Women do not share their husband's official or professional titles, therefore in addressing the wife of a Bishop, Senator, Doctor, Army or Naval officer's wife, etc.—never write—

My dear Mrs. Bishop Thorne
My dear Mrs. Doctor Brown

or

My dear Mrs. Colonel Smart.

CHAPTER XV

SPEECH

THE old proverb "Speech is silvern and silence is golden" has a pleasant sound and if society would take account of that happy balance, how delightful would be our gatherings. But alas, too often do speech and silence both become like lead, and how many times does a hostess regard with despair the failure of well-planned entertainment, because of the presence of those two socially dreaded individuals—the too-ready talker, and the dull or apathetic person, who does not talk at all. While one's outward appearance makes the first impression upon people, to make it permanent and agreeable, the art of tactful conversation and correct speech must be cultivated to complete the perfect picture. No matter how charming the costume, or correct the cut of one's suit, the effect is completely spoiled, the care taken with one's appearance is time wasted, if one speaks with a discordant voice, uses incorrect grammar, obnoxious slang, or in a combative, insolent manner. Americans have been accused, in more cases than one likes to acknowledge, of having strident and harsh voices. This of course is somewhat due to the language we speak, which has not the liquid, flowing sound of the European tongues. Granted then, that English has a harsh metallic sound, we Americans who speak it, should strive to modulate our tones, as our cousins who use the same language. Nothing has a more pleasing effect upon people than low, quiet depth of voice. On the other hand many people are acutely aroused to dislike, when listening to the high whine or nasal twang of some acquaintance. One can change one's tones if intelligence and thought is used, just as one learns the value of a melodious note on a musical instrument, with study.

Having lowered our voices to a more effective pitch, we must use with the same intelligence our powers of speech. Nothing becomes so much of a nuisance and bore than the

man or woman who insists upon "holding the floor." Far better to say not a word than to monopolize the entire conversation. No matter how witty and brilliant, there comes a time when another feels that he has something to say and would like the chance to say it. The great danger with the so-called brilliant conversationalist is that of being witty at the expense of others. Daily topics at last exhausted, he knows exactly how he can get the uproarious laughter of the "led sheep" listening to him, and which gives him his mental stimulus. He turns the conversation at once to one or more unfortunates, picks out their weakness and attacks it. Being of a facile turn of mind, he usually points out the greatest absurdity, so that he is sure of his laugh. This form of conversation is not only unkind, it is rude and sometimes dangerous, as the witticisms are always carried to the victim, and unpleasant situations result, loss of friendship and popularity eventually, for no one feels safe on the tongue of the joker and wonders when his turn comes to be ridiculed.

The well-meaning but tactless person is almost as bad. How many times have the thoughtless words of an empty brain thrown an entire party into confusion. Use your brain when you speak—consider the person you are speaking to—what his likes and dislikes are. If he is a total stranger keep to impersonal topics until you learn something about him. Do not overwhelm with flattery, it is nauseous to the average person—if you have something nice to say, it is always well to say it, but do so in a direct and sincere way that cannot be doubted, instead of a specious and over complimentary manner which does rouse suspicions, or at least distaste, in the mind of the listener.

The topic of one's children, while of immense interest to oneself, soon becomes a bore to the outside world, who have perhaps children of their own, whom they admire quite as extravagantly. Servants, and other matters of intimate daily life, such as bills, landlords, bad plumbing, etc., if touched on at all should be with an intimate and then very lightly, on no account seek to hold the attention of the whole party with the reason the laundress left you last week. Illness and operations are oftentimes inexhaustible subjects

much to the boredom and acute embarrassment of the listeners. Money troubles and "shop" should not take up the time and attention of those on pleasure bent.

Flat contradiction and an instantaneous argumentative manner must be avoided, better keep silent on the point with which you disagree, rather than insult your hearers—making them uneasy over the outcome of the conversation and glad to get away before the storm breaks.

Do not consider because you have become powerful and rich through pursuing your course that you know everything there is to be known in all other lines of endeavor, and because you do not know or understand the other fellow's viewpoint that therefore it cannot be at all. Never tell people, when out in society, what you know they do not want to hear. If you think that they must have a lesson delivered by you, do it when you are alone if you must, and not embarrass the entire assemblage. As for lessons, there are few of us who do not need them on one subject or another, and few of us who enjoy receiving them from our friends—so my advice is refrain from lessons unless quite willing to take them from others.

Interrupting is an exceedingly bad habit and has its start when people are children, the child who has been allowed to interrupt its elders, will grow into the disagreeable and disconcerting person who jumps into the conversation of others before they have finished, who is bursting with ideas which he cannot wait a moment to express and who constantly disorganizes connected thought on the part of others. No well-bred person will interrupt a conversation, not only is it exceedingly impolite, but if he waits until the proper pause is made, his remarks will be quite as apt, and he will have gathered poise and confidence to express it with far more telling effect. Slang is used so extensively and many phrases are so descriptive, that the person to-day who does not use some slang is the exception. There are words, however, that are not used by well-bred people, for instance "bum," "booze," "Hootch" or "dope."

Many words have been abbreviated and while in current use, do not mark the cultivated person, as "phone," "ad," "photo," "combine" (for combination), "invite" (for

invitation), "tasty" and "auto." "Motor" is used for automobile, and "taxi" and "movies" are permissible. Other very crude words are "swell," "high class," "stylish dresser," "society woman," "a date," "a show." Many sections of the country have certain localisms which are misused and lack knowledge of cultivation. For instance "allow," "guess," "calculate," "reckon," "folks," and "real" instead of "very." "Them" is used often in place of "those," and "this here" and "that there" are heard on every side.

If one has not had the advantage of being surrounded by people of cultivation who used correct English, an up-to-date pronouncing dictionary will give the proper form, and giving attentive interest to those of our friends whom we admire as being cultivated, will assist materially. Reading aloud will also help with construction and the expressing of ideas. On the other hand, with the aid of nothing but the dictionary and books to assist in one's attempt at cultivation, one runs the risk of becoming stilted and affected in conversation. Originality of speech is to be desired, but make that originality grammatical and free from vulgarity. Simple well-chosen words are more convincing than any high-flown expression.

Whispering in company is intolerable and just as bad as the conversation held by two or more people in a foreign tongue, not understood by the rest of the party. Speak as distinctly as possible and do not mumble one's words,—try not to repeat yourself, either by telling the same story or by going over the details of your anecdote when they seem to please your hearer, unless requested, the repetition usually results in loss of interest on his part. Words and phrases in languages other than our own should be used sparingly, and never unless one understands their meaning perfectly and can master the correct pronunciation.

Do not forget that the intelligent listener holds a most important place in society—and the tactful man or woman is the one who appears intensely interested in what is being said and who makes the speaker appear interesting.

Never talk just to hear one's voice. Have something to

say and say it in a quiet, sincere and tactful way. Do not strive for oratorical effects. Do not criticize, offend by contradiction, or give moral lectures, and you will be sought after as a friend, or guest, and will be listened to in a gratifying way when your time comes to speak.

CHAPTER XVI

TABLE DEPORTMENT

THERE is nothing quite so unpleasant to behold or to hear, than untrained human animals eating their food. Nothing quite so illuminating as to their early environment and lack of discipline, as the smacking, sozzling and munching that offends the ear and the mismanagement or idle playing with the table furniture, which offends the eye of the onlooker.

Nothing conveyed such delightful sarcasm and such pointed truth as the jesting remark of a famous comedian when he suggested to his partner, for lack of anything better to do, that they go over to the Ritz and "hear the nouveau riche *eat* soup." There may be some excuse for the "nouveau riche" to be noisy with their food, but sad to say, we see bad table manners among those whom we know have had the benefit of early training. Inexcusable and due to lazy carelessness! When one sits down to a charmingly appointed and carefully arranged table, whether at home or in public, the least that can be done to further the success of the meal and make the occasion a pleasant one, is to observe the few rules of table etiquette which mark the well-bred person. One of the first and most important rules is—never play with the utensils before you, thus upsetting the arrangement, which has been carefully thought out, to help insure smooth service in the progress of the meal. Pay attention to the order in which your spoons, fork and knives lie before you and do not place yourself in the embarrassing position of being short one that you will need when its special course comes around. When in doubt watch your hostess before picking up the utensil, she knows why she had them placed in that particular order. Do not crumble your bread into pellets and do not draw designs on the smooth tablecloth with your knife, to illustrate some point in your story, or from sheer absent-mindedness. One's position at table should be erect, do not

slump in your chair nor lean over the table supported by your elbow. Elbows at table are a distinct innovation of the present day. While tolerated in moderation, if gracefully placed, they would certainly interfere with the service of a dinner if every person at the table rested upon his elbows, and the position almost entirely excludes the neighbor on one's other side. So if you indulge in elbows at table, be considerate with them. In handling one's knife and fork, the elbows should be as close to the body as possible, so that one does not interfere with others who may be using them at the same time. One's feet should be kept close in front of one's chair—not on the rungs; if crossed or spread out, they surely will kick some knee opposite, or step on an unoffending toe. If the foot is at the side of the chair, the maid may trip over it and untold misfortunes occur. If you are a man, assist your dinner partner or your hostess, if you are the guest at her right, into her chair, before seating yourself. Just a word about this assistance—it may rightly be termed so, if performed in an intelligent way. But it will be very unpleasant to the lady if she receives a tremendous shove which lands her in the chair with a thump and jams her against the table top. Quite as disconcerting is it to have the chair pulled far out and no attempt made to push it in, leaving the lady stranded with the necessity of depositing her gloves or fan somewhere so that her hands may be free to pull herself in. The perfect assistance is to pull the chair away from the table sufficiently for the lady to step in front of it—as she prepares to seat herself a gentle push is all that is needed to give her the right distance from the table. Small boys should be taught this accomplishment at home, practicing on mother and sisters, until it becomes second nature to them. After seating oneself, partially unfold the napkin and lay it across one's knees. Ladies at a dinner always remove their gloves, laying them in their lap and covering them with the napkin. At the close of a dinner the crumpled napkin is laid beside the plate, but if making a visit of some length and the hostess folds hers preparatory to another meal, the guests fold theirs also.

The knife is used *only* for cutting and is held in the right hand. In this country the knife is then put down and the

fork transferred to the right hand. In England the custom is not to change the fork to the right hand, but to keep it always in the left. While this perhaps does away with some confusion in the change and maybe some clattering of the china and silverware, still if the custom has not been taught in childhood one is apt to be quite awkward in acquiring it later. In cutting and eating one's meat, it will be natural to use the fork in the left hand, but it should be quite easy to make the change, once the knife is laid down, with no apparent effort or noise. When not using the knife and fork they are laid down on the plate, not kept in the hands or put on the table. They remain on the plate if it is sent for a second helping. The fingers should be placed as far back on the handles of the fork and knife as will give enough weight and balance in handling them. The prongs of the fork should be turned down in eating solid food, but to spear and stab at one's food is ill-bred. A gentle pressure is enough. The prongs of the fork may be turned upward for softer foods, but do not take too much on at one time, nor use it as a shovel. When one has finished eating, the knife and fork should be laid parallel on the plate, knife point and fork tines down, to the center.

Salt is taken from the salt dish with the salt spoon and placed on the plate, never on the cloth.

Salad is supposed to be eaten with the fork alone, but the knife may be used to separate individual leaves of lettuce, separate them one at a time and do not wrap the leaves around the fork.

Soup in soup plates is eaten with the spoon provided for that purpose—the plate is *never* tipped and the motion in taking the soup into the spoon is away from one. Place the side of the spoon to the lips. Never put the point into the mouth. Be careful of hot soup, because once in the mouth no food may be taken out. If you have been too hasty, drink some cold water immediately and do not drop your spoon with a clatter as you gasp into your napkin. If soup is served in a cup, test it with the spoon for one or two sips, then lay the spoon down and drink the remainder. Do not suck the liquid into the mouth with the noise which so de-

lighted the comedian, but let it trickle down quickly and noiselessly.

A spoon must never stand upright in glass or cup, it must be laid on the plate beneath it. One may stir one's tea, coffee, bouillon or iced beverages, but remove the spoon before drinking. If it stands upright it makes the possibility of upsetting the cup greater and interferes with the comfort and good manners of drinking.

Jellies, custards, boiled eggs, oranges, grapefruit and berries served with cream are all eaten with a spoon, but vegebles never.

Butter is not served at formal dinners, but on other occasions it is placed on a bread and butter plate with a small silver knife placed upon it for spreading. A small piece of bread is broken at a time, separately buttered and eaten. Hard or small cakes are eaten in the fingers, but creamy layer cakes and French pastries are eaten with a fork. The soft small heads of asparagus may be eaten with a fork, the remainder of the stalk taken in the fingers, but care must be taken to drain off the sauce for a second before lifting it from the plate.

The leaves of artichokes are detached one by one with fingers, dipped into the sauce and the soft end bitten off. Celery, olives, crystallized fruits, salted nuts and other nuts are eaten with the fingers.

Ice cream is eaten either with an ice cream fork which resembles a salad fork, though a trifle smaller, or a dessert spoon.

Whatever is passed to a guest should be accepted and a pretence made toward eating it. No guest may make requests of the servants but asks the hostess if he may have such and such a thing. The attentive hostess must watch carefully the plates and glasses of her guests and if their wants have not been anticipated by her servants, she must give them some sign, or ask the guest if he cares for a second serving. She must be careful not to use the words "some more," but merely "some" to which the guest may reply "Yes," or "No, thank you."

If an accident occurs at table, the upsetting of a glass or

the dropping of silver, the tactful hostess makes light of it. While the guest who is of course embarrassed and sorry, apologizes, but after receiving the hostess' forgiveness, does not keep referring to the matter, but behaves himself with more discretion. Silver dropped on the floor is not recovered by the guest, but is replaced by the servant.

When you have finished eating and the finger bowl is placed before you, dip the tips of the fingers into the water, if necessary draw the fingers of the right hand across the lips, carefully without sputtering, and dry them quietly on the napkin, which is not used as a towel.

At the conclusion of a meal which is not eaten in one's own house, do not push one's chair back under the table. The hostess will give the signal for arising and no guest must push back his chair before she does. The attentive hostess times the eating of her food to that of her guests and does not hurriedly finish her last mouthful before her guests have half-way finished theirs. At large dinners where quickness and silence marks perfection of service, it is well to keep one's hand on one's fork, otherwise after concluding some interesting conversation with one's neighbor, or people across the table, one may look down and find nothing but the empty place plate waiting for the next course, left, where lately was your half-eaten squab. On the other hand, considerate guests will not hold up the entire meal by chatting volubly, fork in hand, while waiting servants, fretting hostess and hungry guests wonder when he will ever stop and let the dinner proceed.

The summing up of this chapter on table etiquette is much the same as the summing up of all etiquette—be considerate, be unobtrusive, learn from those who have a knowledge you do not possess. When appearing in society, err on the side of conventionality, rather than on the side of originality.

CHAPTER XVII

THE SERVANT IN THE HOUSE

It is a great misfortune that the word "servant" has acquired a meaning which seems to be so distasteful to so many people. It seems to indicate a loss of dignity and independence in the minds of those who do not stop to look at the true meaning of the word, in other words "one who serves," and in no walk in life, no matter how exalted from a worldly or an idealistic point of view, can we escape service of one kind or another. Any honorable work that is well done is a credit to the doer, and I cannot see why service to an individual, and in a home surrounded by comforts, sometimes luxuries, should be considered so much more demeaning, than to work for a corporation, in a noisy factory or dark, ill-ventilated store. But the prejudice does exist and the servant problem occupies much time in the lives and minds of the well-to-do feminine world, who desire assistance in the management of their homes and who have the means to employ it. The fault lies on both sides—too many employers increase the feeling by haughtiness, lack of consideration and intolerance, while the employed too often are resentful of well-meant instruction, suspicious of kindness and show no sense of responsibility. But when you consider the high type of qualities which people expect to find in their servants, it is not surprising that they cannot at all times live up to them. The qualities that are called for are the same as those expected from far more highly paid and better educated people: loyalty, honesty, diligence, responsibility, forbearance, cleanliness and many other beautiful virtues which mere money cannot pay for and that are prompted by good-will alone, and called forth only, by that same power. The servant also has the more difficult task of taking an interest in a house which is not his own, and his entire life is given toward smoothing the paths of people who do not belong to him, and who nine times out of ten,

take no account of the fact that he has some individual life of his own; therefore the servant problem is a serious one to himself as well as to his employer, who will solve that problem for them both to a great extent by cultivating those virtues in himself, which he expects from the employed.

It is a difficult matter to readjust one's habits continuously, as is the case with the average servant,—the mistress of the house on the other hand has her own methods, and her task is only slightly less difficult in training and instructing the servant, so that the machinery of the house will go smoothly. When a new maid or man is engaged the mistress should be patient and considerate as well as thorough in her instructions. In making the arrangement there should be a complete understanding of what duties are to be required and extra requests should not be made of the new servant. Later when a solid footing has been arrived at between the two, requests may be made in more or less the tone of a personal favor by the mistress, always rewarded by some bit of freedom or personal recognition. If the mistress will ask, rather than demand, cheerful service is usually rendered. A request started with "I would like you to do thus and so," or "Mary, will you please," etc., have far more effect than an autocratic order. As with all walks in life, "Please" and "Thank you" never go amiss, and the employers of servants who do not make use of these small amenities, but who rely on the gorgeousness of their homes the amount of money apparent, of their haughtiness of address to impress their superiority upon the servants, lose the service and respect desired and advertise the fact of their own inferiority. Servants as well as children should never be reprimanded before people, it is a simple matter to call them aside, explain what the oversight may have been, and your feelings regarding it. While in England, the surname is preferred in addressing servants, here we have so many difficult foreign names to contend with, that we prefer to use the first name. Nicknames should not be used, they should be reserved by all, for family use. Servants must have a time given them for liberty and strictly adhered to by the lady of the house. In the great houses where

there are many maids and men, the work of the house goes on undisturbed as the servants divide it among themselves, so that neither the work nor the freedom is interfered with; but in smaller homes, especially where there is a maid-of-all-work, nothing makes for discontent quicker than interference with the "day off." It may inconvenience the lady of the house, but it must be so, as the good temper, health and willingness of the maid depends upon her precious breath of freedom. In the large houses a sitting room is provided for the servants to entertain their callers in, but in a small house, if they care to have their friends visit them in the kitchen, they should be allowed to do so, but they must be instructed not to make undue noise, which will disturb the family. Children in the household often become the most potent factors in the discontent of servants. Children who are allowed to be discourteous, troublesome and insolent to the servants, show the reflection of their parents minds only too clearly, and in treating those in their own houses who are not as fortunate as themselves in an unkind way, they lay the foundations for that abomination not tolerated in good society, the snob.

THE DUTIES AND CLOTHES OF THE VARIOUS SERVANTS

THE BUTLER

The duties of the butler are entirely in the drawing room and dining room. The latter of course is his widest field of operation. He serves at breakfast, lunch and dinner, and also has charge of the afternoon tea service. He sees that everything is in order, the flowers arranged and that the table is correctly set. In his work he is sometimes assisted by a parlor maid, who attends to the dusting and sweeping, or a second man who helps serve dinner and assists in the pantry. Where there is a butler alone, he may be required to help with the dishes and polish silver. He answers the door bell when it rings, and sees to it that the hall and front steps are kept clean and in order.

His clothes must always be exceedingly neat—he should be clean-shaven and freshly shaven each day. His hair not too closely cropped, and well brushed always. The hands

and nails of all servants who have anything to do with food should be scrupulously clean at all times.

In the morning he wears white linen, black swallow-tailed coat and waistcoat that buttons high, and black or dark gray trousers. It is also permissible for him to wear a short round-tail coat, similar to a Tuxedo, but without silk facings. A black tie and black shoes complete the outfit which is worn until after lunch.

His afternoon and evening livery, which he puts on if guests are entertained at lunch, is similar in style and cut to a gentleman's evening suit, with the exception that it has no braid or facings. He wears white linen, with plain white studs, a standing collar, white lawn tie and plain black shoes, no gloves and no watch-chain. He is sometimes called upon to act as footman in the afternoon, and is then supplied with the livery of a second man.

THE SECOND MAN

The duties of the second man may be exclusively in the house or solely as footman, sitting next the chauffeur, in the latter case he is provided with the same livery matching the chauffeur. But as he is usually expected to help in the house, he assists the butler and his duties consists in answering the bell when the butler is busy elsewhere, he washes windows and polishes silver—he tends the open fireplaces and arranges the flowers. The front steps and walk, or courtyard, he keeps clean. He also assists the butler in serving dinner when there are guests.

The second man does not change his livery all day—it consists of coat and trousers of a solid color chosen by the head of the house. The coat is cut swallow tail and the outside edge of the trousers is piped with some contrasting color, his waistcoat is striped with the two colors, cut rather low, showing two plain white studs. With it he wears a standing collar and white lawn tie. He is clean-shaven and as entirely neat as is the butler.

THE CHAUFFEUR

The entire care of the car or cars is one of the chief duties of the chauffeur; when his mistress goes driving, he

stands at the door of the car, with the robe folded over his arm. He sees that she is comfortable, arranges the robe, takes his orders, upon which he touches the brim of his cap, before seating himself. If there is a second man as footman, he descends, opens the door, removes the robe and stands at attention, while his mistress gets out. He leaves the cards when she makes her calls and rings house bells for her.

THE VALET

The valet (pronounced val-et, not val-lay) is the "gentleman's gentleman" and has no part in the house work, except in an emergency. His business is to take care of the man of the house, brush, press, clean, pack, or lay out his clothes. He draws the water for his bath and helps him dress. He runs all his errands, buys all tickets when traveling with him, pays his bills and carries the hand luggage. He is not, however, expected to make the bed or clean in his master's room.

He does not wear livery but wears either a black swallow tailed or short rounded coat, dark gray or black trousers, high-buttoned black waistcoat, white linen, dark tie and dull leather shoes. While he may wear an inconspicuous pin in his tie, any display of jewelry is not permitted. He does not change for the evening. If he is called upon to take the butler's place in time of emergency, he wears complete butler's dress. While traveling he wears an inconspicuous morning suit with black or brown derby.

THE WAITRESS AND THE CHAMBER-MAID

The waitress serves breakfast, lunch, dinner and afternoon tea where there is no butler. She polishes silver, answers the door bell, and in fact takes his place, her domain being the drawing-room floor, which she keeps clean and attractive. The chamber-maid attends to the bed-room floors, changes the bath and bed linen.

The dress of maids is universally alike, the morning dress being plain and of some light color with a rather large white apron, the afternoon dress plain black serge or poplin, with a small white apron and white collars and cuffs. Caps are optional and not worn as much as formerly.

THE LADY'S MAID

The lady's maid does not take part in the general housework, her duties being entirely in the care of her mistress, her toilet, her wardrobe and the tidying of her room. A black dress with small dainty white apron, collars and cuffs, complete her costume. In traveling with her mistress she should wear simple, inconspicuous clothes, with a small hat. She assists with the smaller hand luggage.

THE NURSE

If the nurse has the qualities to be desired in one who has the care of young children, she soon becomes next to the mother, the dearest friend and confidante of her young charges. She should be dressed in a simple wool dress of dark color, or white linen in the warmer weather—a large white apron, collar and cuffs. Outdoors in winter a full long coat should cover her house dress.

THE COOK

The cook must be spotlessly clean in her habits and dress—in the great houses the cook or chef is in white, but, for smaller establishments where extra help is not provided in the kitchen, a more serviceable color is chosen. She is queen of her domain and the less interference the better, for

> We may live without poetry, music or books,
> But civilized man cannot live without cooks.

THE DEPORTMENT OF THE WELL-TRAINED SERVANT

While the lady of the house is expected at all times to show her good breeding and social training in dealing with matters in or out of her home, there is also a certain etiquette expected from the well-trained and courteous servant. In answering the master or mistress of the house it is customary for the servant to say "Yes, Madam," or "No Sir," or even the colloquial "Yes ma'am" is preferable to a brusque "No." "Yes," "All right" and "sure" should not be tolerated. If there is a doubt as to whether the lady of the house is at home in the case of callers, the butler or waitress should say "I will inquire."

Children in the household should be addressed as "Miss Mary," "Mr. Walter" if an older boy—"Master Walter" if younger. The nurse is not required to do this as her duties are of such an intimate nature and she so often takes the mother's place. Servants as well as everyone else should knock upon a closed door before entering.

When a meal is ready, the announcement of the maid or butler should be "Dinner (or luncheon) is served."

THE MAID OF ALL WORK

Where there is but one maid to perform at different intervals, the duties of all the servants described, who distribute the work between them, the need for planning, kindliness and coöperation is great. For the furtherance of a smoothly running, attractive and pleasant home, both mistress and maid must work together to gain results. Appreciation on both sides is the keynote, and a sensible determination not to attempt the impossible.

A small house managed perfectly, with each member of the household willing to do his appointed share, becomes often the last word in efficiency where the larger home with many servants, no brain-work and less good-will, is untidy, uncomfortable and the seat of the much-talked-of servant problem.

CHAPTER XVIII

LITTLE SOCIAL CUSTOMS

ORDER OF PRECEDENCE IN PUBLIC PLACES

A LADY precedes a gentleman into a car or train, but in leaving he goes out first to assist her to the ground. In former days when ladies wore flowing skirts and were not supposed to even *possess* ankles, so far as the gentlemen were concerned, the latter preceded them in mounting a staircase. To-day with the fluctuating skirt line, the ladies precede the gentlemen, calm in the knowledge that no indiscreet revelation will be made. A lady precedes a gentleman in entering a restaurant—he pauses to check his hat and coat; she may retain hers if she wishes, and she either stops while he speaks to the head waiter as to his choice of table, or if he does not do this she follows the waiter to the table. In leaving the ladies again precede the gentlemen, but step aside if there is a door which he must open.

At the theater or opera, gentlemen precede ladies, standing aside that she may enter the seats first.

At church, gentlemen follow ladies up the aisle.

At a formal dinner, the gentleman seeks the lady he is to sit beside, offers her his arm and follows the host with the lady who is guest of honor. He steps aside when they reach the dining-room, seating her in her chair before he takes his own.

WHEN TO REMOVE ONE'S HAT

On entering all private dwellings.

In the event of the passing of the national colors of one's own or another's country in parade.

During the singing or playing of the national hymn of one's own or another's country.

In greeting a lady or older gentleman.

In leaving a lady or older gentleman after chatting with them on the street.

On entering an elevator in a hotel, apartment, or club.

On entering a church, shrine, library, museum, or other building where one is sight-seeing.

On entering a gentleman's office.

At the burial of the dead.

At the approach of the President passing in parade.

On asking information from strangers.

On recovering and presenting any article dropped by a passer-by.

On unavoidably crowding into people or brushing past them, a brief apology should be made as the hat is lifted.

WHEN TO OFFER ONE'S ARM

To an elderly person or invalid, in assisting them in or out of cars, carriages and automobiles, in walking, or crossing streets a gentleman offers his arm.

In accompanying a lady anywhere at night, going up or down steps or walking a distance.

When walking from the drawing-room to the dining-room at a formal dinner.

While it is the custom for old-fashioned gentlemen to offer their arm for the grand march at a formal ball, the younger generation have discarded the custom. However, an arm offered in a ceremonious way should never be refused.

When acting as usher at a wedding, a gentleman offers his arm to the lady he is escorting up the aisle.

At a football game or wherever a crowd is so great as to necessitate making space for a lady, the gentleman pushes ahead while she follows close behind him.

CUSTOMARY CALLS

Calls are made upon new neighbors by the old inhabitants who desire to welcome them into the community and first calls are returned as soon as possible.

Calls are made by the family of a young girl's fiancé upon her and her family as soon as they know of the engagement.

Calls are made upon the families of deceased friends.

Calls are made a few days after one has taken one's first meal at a friend's house.

When one has been invited to meet strangers, one calls upon them.

One makes calls of inquiry upon sick friends or after the birth of a child.

LITTLE ATTENTIONS ONE MAY SHOW FRIENDS

Flowers, books or candy may be sent at any time to one's friends, by either a gentleman or a lady. Christmas, New Years' day, Easter, St. Valentine's Day and anniversaries are happy times to recall oneself to their memory, and they may be accepted, where more elaborate and expensive gifts are not in good taste and in the case of an unmarried girl, a married woman or a casual friend, they would have to be returned.

Christmas cards which started out as a pleasant and economical way of remembering one's friends, have grown as a custom into a magnitude which is both burdensome and expensive. Still they are universally used, also to a lesser extent at Easter time, and are after all a delightful reminder of friends far away, as well as near at hand.

An invitation to the theater or a theater party is an entertaining way to show one's appreciation of friends, and flowers sent for special occasions, such as the débutante's reception—the birth of a child, at times of illness, and at the death of a friend, are customary tributes.

MISCELLANEOUS CUSTOMS

It is the custom in this country for a gentleman when walking with a lady, to take the place by her side nearest the sidewalk. If he is with two or more ladies, he still retains that place and does not walk between them unless one of them is an older lady and he feels it necessary to assist them both. A very old and quaint custom for brides is to wear for luck on the wedding day—

> "Something old and something new
> And a silver sixpence in her shoe."

Another old custom which is still in use is the "housewarming." It may take the form of any entertainment, but is the first that is given to one's friends after building or moving into a new home.

A farewell entertainment given departing friends and the "bachelor dinner" given by a prospective groom a few nights before his wedding, are also customary, as is also the welcoming home entertainment given for the returning wanderers.

It is customary to give Christmas gifts to one's servants —and to attendants with whom you come in contact at one's club, usually gifts of money—but one does not expect a gift in return.

It is customary to ask permission of a lady before calling upon her, also before writing her, other than a social note.

It is customary for little girls to "bob" a curtsey and little boys to make a bow when being introduced to older people.

CHAPTER XIX

A DON'T IN TIME SAVES NINE

As a conclusion to this little book of etiquette, I will add a few "don'ts," which may seem a repetition of the previous chapters and also may leave the feeling with my readers that to be correct or even polite, is one long series of "don'ts" which hedge society round in an unbearably conventional manner. Taken from the standpoint of primitive man who derived his greatest satisfaction from taking what he wanted in the way his untutored mind most desired, with no thought of the discomfort, even suffering he caused, the conventions of to-day are restricting. That they are the result of years of training which the world has gone through, lessons learned in the hard school of experience, shows that thought for others, peaceful methods and unselfishness are the best policies, even though they may be practised for no higher reason than the resulting ease with which the world's social and business life is carried on, is in itself a tribute to the etiquette which has produced this condition. Therefore, one should regard gratefully the rules which have been formulated instead of thinking of them as useless and foolish; and that this little table of "don'ts" is a short and easy cut to the highroad of popularity, social knowledge and the art of politeness. In setting down these few "don'ts" gathered from the pages of the book, I am making a brief attempt to point out what should be avoided—

Don't mumble names when introducing people.
Don't interrupt conversations to make an introduction.
Don't lead a newcomer around the room introducing right and left.
Don't introduce people in public places unless sure that it will be welcomed.
Don't ask for introductions.

Don't keep a cigar or cigarette in one's mouth when raising one's hat, or when talking.

Don't cut people who have offended you or whom you do not care to know. There is a cold civility in greeting such people, which tells its own tale, without embarrassing the onlookers.

Don't be conspicuous in any gathering, above all, not in public.

Don't talk in a loud voice or act in an eccentric manner, both make one conspicuous.

Don't use names in public—there are often those near you who may recognize them.

Don't kiss in public on casually meeting one's women friends. It is silly and often insincere. A kiss is an intimate salutation and should be reserved for the people of whom we are truly fond.

Don't lay your hands on people promiscuously, many people actively dislike being "pawed," slapped on the back or nudged, and it is also very ill-bred.

Don't *take* a lady's arm, there are occasions when it is polite to offer her yours. Be ready to assist her if necessary, but don't take her by the point of the elbow to pilot her across the streets, up and down stairs, or in and out of cars.

Don't discuss family affairs with the general public.

Don't make a display of money nor talk about one's possessions and what they have cost.

Don't criticize the behavior of one's husband or wife to outsiders.

Don't let your conversation deal with scandals, gossip and unprintable stories.

Don't use large words unless you are positive of their meaning, nor sprinkle your conversation with foreign phrases in an attempt to be elegant.

Don't make your children the sole topic of your conversation—don't discuss them at all when they are present.

Don't reprimand servants or children before people.

Don't appear to notice blunders in service when others are around.

Don't give exhibitions of anger, fear, hatred, embarrass-

ment, ardor or undue hilarity in public—it is embarrassing for others and in bad taste.

Don't if you are a gentleman, exhibit letters from ladies.

Don't discuss the ladies in any gathering, nor bow to a lady from a club window.

Don't make frequent allusions to the prominent people you know in an effort to appear of the socially elect.

Don't call people by their first names indiscriminately, either in referring to them or talking to them, unless you are intimate friends of some standing.

Don't take off your well-bred manners in the home, and hastily adjust them for the public—they must become a part of you to fit, and be becoming.

Don't take advantage of another's ignorance or helplessness, don't try to constantly "teach a lesson." Lessons will be learned by others in the same school which has given you your training.

Don't boast.

Don't flatter.

Don't try to put up a false front which your pocketbook cannot back up.

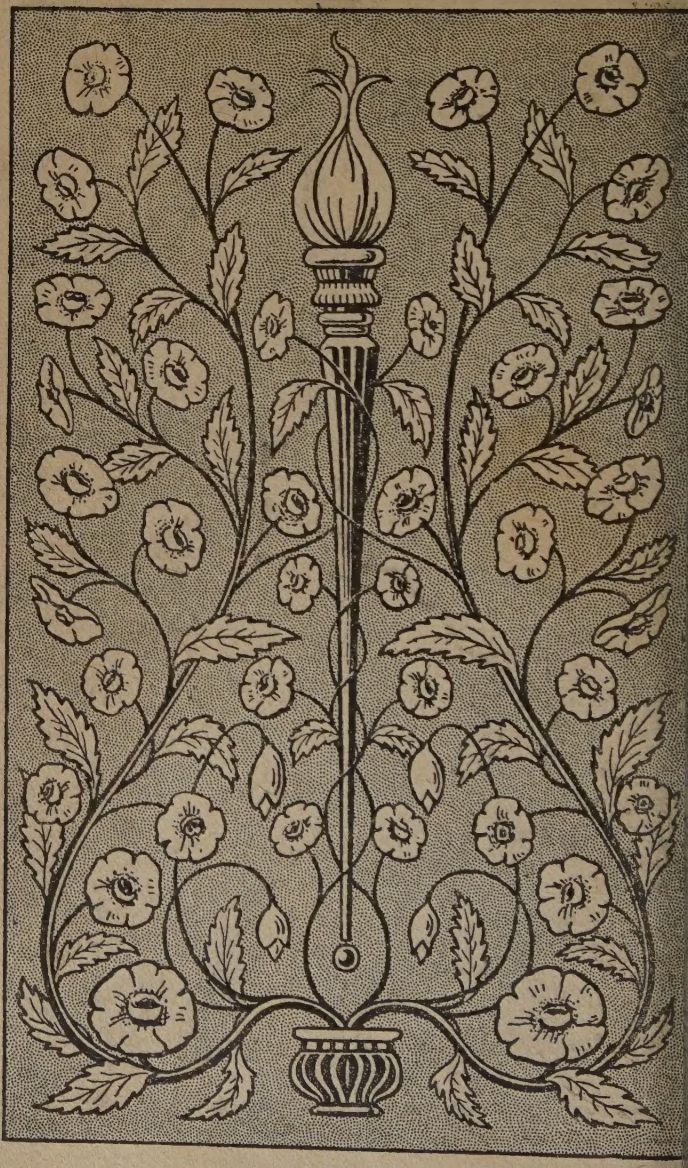
Don't "ride your hobby" to the exclusion of everyone else's ideas and opinions.

Don't try to force your opinions on others.

Don't decry any one's religion.

Don't be brusque, intolerant and rude; on the other hand—don't be servile and flattering or subservient.

Don't forget that simplicity, unconsciousness of self, consideration for others and a pleasant exterior are the keynotes of success in the well bred social world of to-day.

Don't fail to begin the training along the lines of etiquette in the nursery, the latter day acquiring of good manners is very hard and does not stand the test, that those acquired in childhood will.

Don't fail in unvarying politeness to older people and don't be ashamed of one's origin, no matter how humble, or the other hand don't make capital of it, to explain one's mistakes.